

APPRAISER I

DEFINITION

Under supervision, to learn the methods and procedures used in gathering and analyzing data for the appraisal of real property; to assist with making field investigations, studies, and appraisals of residential, commercial, farm, and timber properties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Appraiser class series. Incumbents often work under the guidance of other Department staff until they become familiar with the Department's methods, procedures, and policies. After some knowledge and experience has been gained, easier and more routine job assignments are given to positions in this class. When an incumbent has demonstrated substantive knowledge of Department procedures and policies, sound work habits, and gained proper certification, they may expect promotion to the next higher level of Appraiser II.

REPORTS TO

County Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Learns to conduct investigations and analyze data in determining the value of residential, commercial, small commercial, homogeneous farm, and timber properties for tax assessment purposes.
- Assists with inspections and inspects building improvements and changes to determine the effect on property value.
- Inspects exterior and interior of buildings to determine classifications according to standards and examples set forth in appraisal manuals.
- Learns to analyze and determine the quality of materials, fixtures, equipment, and general construction in buildings.
- Measures buildings and computes both total area and improved areas.
- Estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values.
- Learns to utilize proper judgment in arriving at consistent, equitable appraisals for tax assessment purposes.
- Records factual data and comments on appraisal forms.
- Prepares scale drawings of the location of buildings and improvements in relation to property lines.
- Sketches maps to assist with field locations.
- Assists with the preparation of reports.
- Performs the more routine appraisal assignments on an independent basis as job experience is gained.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and outdoor environments; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic principles of land economics.
- General knowledge of property appraisal principles.

Ability to:

- Learn and apply the techniques, methods, and principles of real property appraisal.
- Assemble and analyze statistical and narrative information.
- Prepare and maintain records and reports.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Understand and carry out oral and written directions.
- Maintain effective communications and good relations with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of formal advanced educational training in accounting, auditing, business administration or a related field; or, completion of some responsible work experience in accounting, appraising, engineering assistance, building cost estimating, construction material buying, or managing or selling real estate.

Special Requirements: Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.

Incumbents have one year from the date of appointment to this class to obtain a valid appraiser's certificate issued by the State Board of Equalization.