

APPRAISER II

DEFINITION

Under direction, to secure and analyze data for the appraisal of real property for ad valorem tax purposes; to make field investigations, studies, and appraisals of residential, commercial, farm, and timber properties; to explain appraisal methods, laws, and procedures to the public; to defend challenged appraisals before the Board of Equalization, when necessary; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first experienced working level in the Appraiser class series. Incumbents are expected to perform a variety of job assignments, requiring appraisal knowledge and background, with minimal supervision and direction. Also, they are expected to be fully capable of explaining appraisal methods and applicable sections of the Revenue and Taxation Code to the public.

REPORTS TO

County Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Conducts investigations and analyzes data in determining the value of residential, commercial, small commercial, homogeneous farm, and timber properties for tax assessment purposes.
- 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.
- Examines, analyzes, and determines the quality of materials, fixtures, equipment, and general construction in buildings and improvements.
- Measures buildings and computes both total area and improved areas as required.
- Estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values.
- Obtains information in interviews with owners, contractors, real estate agents, and others when necessary.
- Combines the variety of elements affecting property value and exercises judgment in arriving at consistent, equitable appraisals for tax assessment purposes.
- Records factual data and comments on appraisal forms.
- Performs roll corrections on properties incorrectly assessed.
- Reviews properties for special exemptions and insures proper valuation of claims.
- Prepares scale drawings of the location of buildings and improvements in relation to property lines.
- Sketches maps to assist with field locations.
- Explains assessment procedures, value determinations, methods, and laws to the public.
- Prepares analysis and defends challenged assessments before the Board of Equalization, when necessary.
- Prepares reports.

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:

- Factors, techniques, methods, and principles involved in the appraisal of real property.
- Methods of determining property values.
- Laws and regulations affecting the appraisal of real property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.
- Organization, procedures, and responsibilities of the County Assessor's Office.

Ability to:

- Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real property.
- Assemble and analyze statistical and narrative information.
- Read and interpret maps, assessment books, property descriptions, and legal codes.
- Prepare analytical reports.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Maintain effective communications and good relations with the public and individuals questioning assessment practices and results.
- 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:

One (1) year of experience in performing property appraisals and value determinations comparable to that of an Appraiser I with the Plumas County Assessor's Office.

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

Possession of a valid appraiser's certificate issued by the State Board of Equalization.