

## **APPRAISER III**

### **DEFINITION**

Under direction, to secure and analyze data for the appraisal of real property for ad valorem tax purposes; to make fields 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; to perform the more complex appraisals and special assignments for the Assessor's Office; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced working level in the Appraiser class series. Incumbents are expected to perform the full scope of real property appraisal, requiring appraisal knowledge and background, with minimal supervision and direction. Also, they are expected to perform the more complex appraisals and special job assignments, as well as assist with the training of new staff. They must 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

## **APPRAISER III – 2**

### **EXAMPLES OF DUTIES**

- Conducts investigations and analyzes data in determining the value of residential, commercial, small commercial, 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 values 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 insured 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.
- Performs the more complex and specialized appraisal assignments, performs special projects as assigned.
- May gather data and assist with the training of new staff.
- 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.

## **APPRAISER III – 3**

### **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 principals 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.
- Computer equipment and software related to property appraisal.
- Sales ratio analysis and ratio determination methods.
- Principles of training.

### **ABILITY TO**

- Provide training and coordination for other staff.
- 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.
- Prepares analytical reports.
- Perform a variety pf special projects and assignments.
- Assist with the establishment of standardized appraisal systems and methods.
- 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.

## APPRAISER III – 4

### **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:

Two (2) years of experience in performing property appraisals and value determinations comparable to that of an Appraiser II with Plumas County Assessor's Office.

Completion of seven (7) courses for Advanced Appraiser Certificate.

**Special Requirements:** Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

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