

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Assistant Property Appraiser (BOE)		WORKING TITLE Property Tax Research Analyst	
DEPARTMENT/DIVISION/DISTRICT/UNIT Property Tax Dept./County-Assessed Properties Division		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA (OPUS)	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 02	CERTIFICATES REQUIRED BOE Property Appraiser
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-302-5439-	

The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direct supervision of a Supervising Property Appraiser of the Assessment Services and Training Unit, the Assistant Property Appraiser researches the least complex property tax issues involving the taxation of real property and prepares written analyses of findings. Travel throughout the state may be required up to 50 percent of the time by automobile and airplane.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
45%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Provides property tax information to taxpayers, county assessors' staff, and other interested parties via the telephone, web inquiries, and written communications on the least complex assessment issues. Reviews recent legislation, court decisions, appraisal literature, academic references, and departmental files; and consults with Board of Equalization (BOE) staff and other knowledgeable parties in order to identify, research, and analyze current and emerging property tax issues requiring policy action or policy modification by the department or by the Board members.</p> <p>Assists in collecting and analyzing economic data in order to estimate current costs of residential buildings, agricultural structures, and other improvements used statewide for assessment purposes. Travel may be required throughout the state up to 50 percent of the time by automobile and airplane.</p>
40%	<p>Assists in researching and analyzing property tax issues to provide draft written communications of BOE policy or department advisory opinions in several formats, including, but not limited to, the following: (1) modifications or additions to sections of the Assessors' Handbook (a published guide on assessment methods and procedures used by assessors' offices statewide); (2) Letters To Assessors (a formal means used by the department and the BOE to communicate current policy and advisory opinions to county assessors); (3) Special Topic Surveys (reports on statewide assessment practices in specific areas); (4) drafts of proposed changes to existing property tax statutes or rules; and (5) memoranda or issue papers on property tax issues of interest to the BOE.</p>
10%	<p>In attendance with the Supervising Property Appraiser and other BOE staff, participates in meetings with county assessors, their staff, and other interested parties concerning current issues in property taxation.</p> <p>Assists the Supervising Property Appraiser and/or other appraisers with preparation of materials for BOE hearings.</p>
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>Performs other job-related duties as needed.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

290-302-5439-

Work Environment:

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Physical Abilities:

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Additional Requirements/Expectations:

- Possess a valid California driver’s license.
- Maintain a BOE Appraiser Certification.
- Travel may be required throughout the state up to 50 percent of the time by automobile and airplane.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE’S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR’S SIGNATURE	DATE
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HRD Approval Date: 12/20/18	C&P Analyst Initials: ABC
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