

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS Monday - Friday		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Associate Property Auditor Appraiser		WORKING TITLE Property Auditor Appraiser	
DEPARTMENT/DIVISION/DISTRICT/UNIT Property Tax Dept./County-Assessed Properties Division		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Property Tax 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) 290-302-5448-003	

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 general direction of a Supervising Property Appraiser, the Associate Property Auditor Appraiser in the Assessment Practices Survey Unit serves as a member of a survey team that reviews the assessment practices and procedures of County Assessors' offices for compliance with property tax laws and rules. The incumbent focuses on issues involving the taxation of business and personal property. The incumbent also conducts audits and reviews appraisals as part of an assessment sampling program. Travel may be required throughout the state 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
60%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Assessment Practices Survey Duties:</p> <p>As a member of an assessment practices survey team, investigates and analyzes Assessors' operations. Duties include: independently investigates and analyzes assessment practices and procedures in County Assessors' offices, reviews business property files, interviews Assessors' staff and other county officials, and drafts written findings including recommendations for improvements in specific aspects of County Assessors' programs. Travel throughout the state may be required up to 50 percent of the time by automobile and airplane.</p>
30%	<p>Audit, Appraisal, and Appraisal Review Duties:</p> <p>Independently audits and appraises, for property tax purposes, a full range of business and personal property, up to and including the more difficult and complex property types, such as the personal property and fixtures of medium to large residential, commercial, and industrial companies. Assists senior appraisers and senior auditor appraisers in appraising the most complex properties.</p> <p>Participates in conferences with County Assessors and their staffs to resolve differences in value and appraisal and assessment procedures.</p>
5%	<p>Miscellaneous Duties:</p> <p>Drafts responses to the more technical and complex correspondences, conducts research projects, and acts as team leader on projects.</p>
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>As necessary, performs other duties based upon operational needs.</p>

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

- Office environment with open cubicles, artificial lighting, and temperature control
- Field work at various County Assessors' offices located throughout the State of California

Physical Abilities:

- Audit and appraisal work may require visits and interior/exterior property inspections
- Transport up to 40 pounds of records and business equipment to various work sites

Additional Requirements/Expectations:

- Maintain a valid California driver's license
- Maintain a State Board of Equalization appraiser certification
- Computer proficient in Microsoft Office or equivalent programs
- Ability to learn and apply property tax laws and rules
- Overnight travel throughout the state may be required 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

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

HRD Approval Date: 4/1/21

C&P Analyst Initials: JPL