

# DUTY STATEMENT

CURRENT  
 PROPOSED

|   |   |  |   |
|---|---|--|---|
| SCHEDULE TO BE WORKED/WORKING HOURS<br><b>Monday - Friday/</b>  |   | EFFECTIVE DATE   |   |
| CIVIL SERVICE CLASSIFICATION<br><b>Associate Property Appraiser</b>   |   | WORKING TITLE<br><b>Associate Property Appraiser</b>               |   |
| DEPARTMENT/DIVISION/DISTRICT/UNIT<br><b>BOE/County-Assessed Prop. Div./Assessment Practices</b>               |   | SPECIFIC LOCATION ASSIGNED TO<br><b>Sacramento, CA</b>             |   |
| SEERA DESIGNATION<br><b>Rank and File</b>   | BARGAINING UNIT<br><b>01</b>  | WORK WEEK GROUP<br><b>2</b>  | CERTIFICATES REQUIRED<br><b>BOE Appraiser Certificate</b> |
| FINGERPRINTS/BACKGROUND CHECK REQUIRED<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | BILINGUAL POSITION<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | SUPERVISION EXERCISED<br><b>None</b>                               |   |
| INCUMBENT   |   | POSITION NUMBER (Agency-Unit-Class-Serial)<br><b>290-302-5444-</b> |   |

*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 (SPA), the Associate Property Appraiser (APA) 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 real property. The incumbent also conducts real property review appraisals as part of an assessment sampling program.

Overnight travel may be required up to fifty percent (50%) of the time by automobile or airplane.

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

| PERCENTAGE OF TIME SPENT: | DUTIES:   |
|---------------------------|---|
| 40%                       | <p><b><u>ESSENTIAL JOB FUNCTIONS</u></b></p> <p>Appraisal and Appraisal Review Duties:</p> <p>Independently appraises, for property tax purposes, a full range of properties, up to and including the more difficult and complex property types, such as pipeline right-of-way; medium to large residential, agricultural, commercial, and industrial properties; and large multi-use and multi-location agricultural, commercial, and industrial properties. Assists senior appraisers and senior auditor-appraisers in appraising the most complex properties.</p>  |
| 40%                       | <p>Assessment Practices Survey Duties:</p> <p>As a member of an assessment practices survey team, investigates and analyzes assessment practices and procedures in County Assessors' offices. Reviews appraisal files, interviews Assessors' staff and other county officials, and drafts written findings, including recommendations for improvements in specific aspects of County Assessors' programs.</p> <p>Overnight travel throughout the state may be required up to fifty percent (50%) of the time by automobile and airplane to complete the above appraisal and assessment practices survey duties.</p> |
| 10%                       | <p>Discusses audit and appraisal findings with the State Board of Equalization (BOE) management, County Assessor and staff, and various levels of departmental staff in a clear and concise manner. Participates in conferences with County Assessors and their staff to resolve differences in values, and appraisal and assessment procedures.</p>  |
| 5%                        | <p>Implementing Training Resources:</p> <p>Assists with researching, developing, and implementing training resources to develop staff's property tax knowledge and establish uniformity. Assists with developing and updating department desk procedures and internal policies. Reviews and analyzes pertinent documents submitted by legal entities for change in control or welfare exemption purposes. Drafts responses to the more technical and complex correspondence, conducts research projects, and occasionally acts as a team leader on projects.</p>  |

**290-302-5444-**

5%

**MARGINAL JOB FUNCTIONS**

Performs other job-related duties as needed.

**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.
- Audit and appraisal work may require on-site visits of properties located on various terrain.

**Physical Abilities:**

- Transport up to forty pounds (40 lbs.) of records and business equipment to various work sites.

**Additional Requirements/Expectations:**

- Maintain a valid California driver license.
- Maintain a California State Board of Equalization (BOE) appraiser certificate.
- 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 fifty percent (50%) of the time by automobile or plane.

***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: 07/15/2022**

**C&P Analyst Initials: HSA**