



DUTY STATEMENT

☐ CURRENT
☒ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS Monday-Friday		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Senior Specialist Property Appraiser		WORKING TITLE Senior Specialist Property Appraiser	
DEPARTMENT/DIVISION/DISTRICT/UNIT Property Tax Dept/Assessment Practices Survey Division		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA	
SEER DESIGNATION Rank and File	BARGAINING UNIT R01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Property Tax Appraiser
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☐ Yes ☒ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED May act as lead	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-208-5449-002	

The mission of the State Board of Equalization is to serve Californians through fair and transparent administration of Property Tax, the Alcoholic Beverage Tax, and the Tax on Insurers to strengthen communities and support state and local services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of a Supervising Property Appraiser (SPA), the Senior Specialist Property Appraiser (SSPA) in the Assessment Practices Survey Division (APSD) independently performs and/or leads others in complex appraisal review and assessment practices survey assignments throughout California.

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

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
60%	Acts in a lead capacity on assessment practices survey/audit team; leads the team in the evaluation of all aspects of County Assessors' programs in order to determine local compliance with property tax law, rules, and Board policy regarding property assessment; provides close guidance to lower-level members of the survey/audit team during fieldwork in County Assessors' offices. Prepares drafts of assessment practices survey report by reviewing and editing team members' drafts and reviewing supporting work papers to ensure that the recommendations and conclusions are adequately supported. Meets with County Assessors and their staff to resolve disagreements over draft recommendations to be included in final assessment practices survey reports.
30%	Plans, directs, and conducts real property appraisals and appraisal reviews of the most difficult and complex properties for the purpose of statistically sampling the quality of county assessment rolls. Acts in a lead capacity over senior or associate level staff engaged in appraisal review work. Works with full independence and without technical review; makes decisions on both technical and procedural issues within scope of expertise. Meets with County Assessors and their staff to resolve difference in opinions of value involving controversial, unique or specialized business property included in the statistical sample.

PERCENTAGE OF TIME SPENT	DUTIES
10%	MARGINAL JOB FUNCTIONS Independently or in a lead capacity conducts special studies relating to property tax appraisal and assessment. As necessary, performs other job-related duties to cover workload.

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

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

Physical Abilities:

- Field work to appraise properties will require on-site visits of properties located on various terrain.
- Appraisal work may require traveling to field sites and inspection of the interior/exterior of properties.
- Transport materials, records and business equipment to various work sites weighing up to forty pounds (40 lbs.), with or without reasonable accommodation.

Additional Requirements/Expectations:

- Possess a valid California Driver's License.
- Maintain a Board of Equalization (BOE) appraiser certification including continuing education.
- Proficient with Microsoft Office or equivalent programs.
- Ability to learn and apply property tax laws and rules.
- Travel may be required throughout the state up to fifty percent (50%) of the time by automobile and airplane; travel will typically be Monday through Friday and span several contiguous weeks.

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
-----------------------	------------------------	------

HRB APPROVAL DATE 9/25/2026	C&P ANALYST INITIALS JK
--------------------------------	----------------------------