



DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS Monday-Friday		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Associate Property Appraiser		WORKING TITLE Associate 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 None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-208-5444-002	

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 Associate Property Appraiser (APA) in the Assessment Practices Survey Division (APSD) 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.

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

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
40%	Appraisal and Appraisal Review Duties: 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.
40%	Assessment Practices Survey Duties: 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.
10%	Discusses audit and appraisal findings with the State Board of Equalization management, County Assessors 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. Implementing Training Resources:
5%	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.

PERCENTAGE OF TIME SPENT	DUTIES
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.
- 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
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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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HRB APPROVAL DATE 10/9/2026	C&P ANALYST INITIALS JK
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