Department of Consumer Affairs
Position Duty Statement
HR-41 (new 9/2019)

Classification Title Senior Property Appraiser/Investigator	**Board/Bureau/Division** Bureau of Real Estate Appraisers - BREA
Working Title Investigator	**Office/Unit/Section / Geographic Location** Enforcement – Sacramento County
Position Number 645-110-5458-005	**Name and Effective Date**

General Statement: Under the direction of the Supervising Property Appraiser/Investigator, the Senior Property Appraiser/Investigator performs a variety of difficult, sensitive and complex property appraisal examinations and investigative functions relating to the licensing of real estate appraisers and registration of Appraisal Management Companies (AMCs) and the investigation of complaints against real estate appraisers and AMCs. Duties include, but are not limited to:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

30% INVESTIGATIONS (E)

Investigate suspected violation(s) of federal and state laws or regulations, including Uniform Standards of Professional Appraisal Practice (USPAP), by responding to the more difficult, sensitive, or complex complaints of unethical or illegal activity filed against licensed real estate appraisers and registered AMCs by gathering, analyzing and presenting evidence for a solid legal case that can prove violation(s) occurred.
Investigate appraisals of improved and unimproved commercial, industrial, residential, agricultural, and mixed-use properties for government agencies, institutions, and private entities.
Interview witnesses and subject matter experts and analyze and evaluate testimony.

20% REPORTS (E)

Prepare comprehensive written investigative report findings by drafting concise investigatory reports with recommended administrative discipline to be submitted for administrative action or criminal prosecution.
Maintain organized, up-to-date case files ensuring the paper files and database are current and accurate with dates and facts of investigation activities and time spent; ensure the security and confidentiality of case files, notes, and other investigatory information.

20% WORK SAMPLES (E)

Examine work samples and appraisal experience logs submitted by applicants for a real estate appraiser license to determine compliance with federal and state laws or regulations, including USPAP, and ensure minimum experience requirements are met and communicate those findings effectively to Licensing Unit staff and applicants orally and in writing.
Examine work samples and appraisal logs submitted by Licensees as part of their disciplinary order to ensure compliance with federal and state laws or regulations, including USPAP.

10% INTAKE (E)
Prioritize and screen complaints received against licensed real estate appraisers and registered AMC's to determine their validity and/or seriousness and whether an investigation is warranted.

5% TESTIMONY (E)
Appear as a witness to present facts and evidence supporting administrative action or criminal prosecution at legal or administrative proceedings.

5% COURSE PROVIDERS (E)
Investigate complaints against accredited real estate appraisal course providers and/or audit courses to ensure they meet federal standards.

5% POLICIES AND PROCEDURES (E)
Provide interpretation and explanation of Enforcement policies and procedures; federal standards of competency and professional ethics; and federal and state law and regulations to members of the appraisal industry, financial institutions, government agencies, and the public. Make recommendations to management regarding policies and procedures to improve operational efficiencies and processes.

5% SPECIAL PROJECTS (E)
Perform special projects as assigned and may act in a lead capacity over special projects or provide training as assigned.

B. Supervision Received
Reports to a Supervising Property Appraiser /Investigator.

C. Supervision Exercised
None.

D. Administrative Responsibility
None.

E. Personal Contacts
Daily contact with coworkers, peers, management, licensees, applicants, AMCs, subject matter experts, complainants, vendors, and control agencies.

F. Actions and Consequences
Failure to carry out responsibilities can result in BREA not meeting federal licensing and enforcement requirements and lead to decertification of California appraisers to perform appraisals for federally related transactions.

G. Functional Requirements

Work in a first-floor office with artificial light and temperature control 40 hours per week. Remain in a stationary position while working on a computer for prolonged periods of time, consistent with office work. Dress in accordance with an office environment. Select, access, and use necessary information, data, and communications-related technologies daily, such as personal computer applications, telecommunications equipment, Internet, voicemail, etc. Travel is required approximately 5 percent of the time to conduct site visits of properties, governmental offices and to attend administrative hearings. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

Must hold a full license in good standing, either residential certification or general certification, issued by the BREA.

A valid California Driver's License is required.

The incumbent routinely works with sensitive and confidential issues and/or documents and is expected to always maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters.

The incumbent is expected to: multi-task with changing priorities; possess ability to work independently; possess ability to perform efficiently and effectively under deadlines and pressure; understand and follow DCA, BREA, and control agencies' policies, procedures, and guidelines.

An employee of the Bureau shall not perform appraisals, appraisal reviews or otherwise engage in appraisal practice (as defined in the USPAP).

SPECIAL REQUIREMENTS: This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature Date

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Print Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature Date

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Print Name

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