

**ASSISTANT ASSESSOR**

DEFINITION

To plan, organize and supervise appraisal activities within the Assessor's Office; to perform a variety of technical appraisal work including field investigations and property appraisals; to ensure the accurate and timely completion of the County's annual assessment roll.

DISTINGUISHING CHARACTERISTICS

This single-position classification is the assistant department head and is distinguished by the responsibility for the daily administration and coordination of Assessor's Office functions, and to ensure the accurate and timely completion of the assessment role.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assessor/Clerk/Recorder/Elections; exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Assists in the development, planning and implementation of department goals and objectives; establishes methods and schedules for office operations; implements policies and procedures, and legislative changes; recommends and administers policies and procedures.

Participates in the selection of subordinate appraisers and transfer analyst(s); provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures as required.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the appraisal of property; assists staff with difficult appraisals.

Participates in preparation and administration of the department budget; prepares cost estimates for budget recommendations and submits justifications for approval; monitors and approves expenditures.

Coordinates department activities with those of other County departments and divisions, outside agencies and organizations.

Appraises the most complex commercial, industrial, large rural, residential, timber, personal and other unusual properties in which the appraisal involves unique or difficult problems.

Assistant Assessor  
Rev. 01/31/17  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08  
Rev.- 07/01/11

M.O. #13-1/31/17  
M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #11-7/5/11

Conducts field investigations and analyzes economic and cost data in difficult commercial, rural, residential or timber appraisals.

Inspects, measures and classifies structures to determine values; identifies, plots and measures property improvements to determine effect on value.

Reviews aerial photographs for changes and locations of property improvements.

Prepares drawings of improvements for documentation.

Obtains additional needed information through interviews with owners, contractors, realtors and others.

Calculates replacement costs, obsolescence, construction costs, resale value and other pertinent factors.

Combines various elements affecting land values and exercises judgment in arriving at equitable and consistent property value conclusions.

Determines property eligibility for partitions or Proposition 8 review, welfare exemption, etc.

Makes recommendations based on investigations.

Prepares cases for presentations, and defends appraisals before local and state assessment appeals boards.

Inventories and canvasses appraisal areas for escaped assessments.

Updates and analyzes market values for use in determining property values.

Prepares, reviews and/or maintains accurate and up-to-date property records, maps, files, logs, reports, etc., as required.

Explains appraisal procedures and policies to the public; meets with property owners to discuss appraisals.

Performs duties of department head in his/her absence as required.

Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, scheduling appointments, answering the telephone, copying and filing documents, etc.

Receives and responds to inquiries from other departments and personnel.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Advanced principles and practices of property appraisal and land economics.

Principals and practices of property improvements, building construction and building materials.

Pertinent federal, state and local laws, codes and regulations related to revenue, taxation and tax appraisal procedures and standards.

Economic, environmental and related factors involved in the valuation of properties.

Pertinent occupational hazards and related safety measures.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Modern office procedures, methods and technology.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Apply appraisal principles and techniques in the equitable and justifiable appraisal of real and personal property.

Explain appraisal and assessment methods and determinations; perform highly complex appraisals.

Read and interpret legal descriptions and a variety of property parcel maps and aerial photographs.

Prepare and administer a budget.

Supervise, train and evaluate staff.

Perform required routine-to-complex calculations with speed and accuracy.

Prepare required reports accurately and in a timely manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Deal effectively with property owners and others in confrontational situations.

Perform duties in uncomfortable and/or hazardous environmental conditions as required, following established safety regulations.

#### EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Four years of increasingly responsible experience in appraisal work for tax assessment purposes.

##### Training:

Associate's degree with major course work in public or business administration, real estate and land management, or related field.

#### LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a valid advanced certificate as an Appraiser issued by the California State Board of Equalization and possession of, or ability to obtain a valid advanced certificate as an Appraiser issued by the California State Board of Equalization.

#### PHYSICAL REQUIREMENTS:

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move light weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-bisual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means to review information and enter/retrieve data, to see and read characters on a computer screen.

Classification Code:	0075920
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	438