



Class Code: 4-0173
FLSA: Non-Exempt
EEO: 4
Bargaining Unit: 4
Revised: 10/2020

APPRAISER, SENIOR

DEFINITION

Under general direction, manages, oversees, coordinates, and participates in the most complex and difficult work of appraisal staff; manages multiple sensitive and complex projects in the area of assignment; secures and analyzes data for the appraisal of real property for ad valorem tax purposes; performs field investigations, studies, and appraisals of residential, commercial, and farm properties; explains and interprets appraisal methods, laws, and procedures to the public; defends challenged appraisals before the Board of Equalization, when necessary; provides lead direction to professional appraisal staff and technical assistance to the Chief Assessor-Recorder; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Appraiser series. Incumbents are expected to provide lead direction and perform the difficult and complex property appraisals and special assignments. Incumbents must be fully capable of explaining appraisal methods and applicable sections of the revenue and taxation code to the public.

This class is distinguished from the Appraiser II in that the incumbents serve as the lead appraisers and perform highly difficult and complex appraisals and work assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Deputy Assessor-Recorder - Valuations. Exercises no direct supervision over staff. Provides lead direction, work coordination, and training, as assigned.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Performs a wide variety of assessment and appraisal duties to determine the fair value of properties for property tax purposes; properties include, but are not limited to, residential, rural, agriculture, commercial, industrial, unique, and specialized properties and open space lands; performs the more complex and specialized appraisal assignments.
- Inspects exterior and interior of buildings to determine classifications according to standards and examples set forth in appraisal manuals; inspects building improvements and changes to determine the effect on property value.
- Examines, analyzes, and determines the quality of materials, fixtures, equipment, and general construction in buildings and improvements.
- Measures buildings and computes both total area and improved areas as required.
- Estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values.
- Combines the variety of elements affecting property value and exercises judgment in arriving at

- consistent equitable appraisals for tax assessment purposes.
- Records factual data and comments on appraisal forms.
- Performs roll corrections on properties incorrectly assessed.
- Reviews properties for special exemptions and ensures proper valuation of claims.
- Prepares scale drawings of the location of buildings and improvements in relation to property lines; sketches maps to assist with field locations.
- Explains assessment procedures, value determinations, methods, and laws to the public.
- Maintains and updates various databases related to assessment and evaluation of agricultural parcels.
- Prepares analysis and defends challenged assessments before the Board of Equalization, as assigned.
- Gathers data and assists with the establishment of appraisal standards, prepares reports.
- Performs special projects as assigned.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of lead direction, work coordination and training.
- Principles, methodology, practices, and procedures involved in the appraisal of residential and rural real property for ad valorem tax purposes, and the principals involved in the appraisal of real property.
- Federal, state, and local laws and regulations affecting the appraisal of real property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and the Assessor's Handbook
- Methods of determining property values; the effect of economic trends on value, and the cost of new construction.
- Techniques of estimating replacement or reproduction costs for residential improvements.
- Organization, procedures, and responsibilities of the Assessor-Recorder's office.
- Sales ratio analysis and ratio determination methods.
- Customer service principles.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment and software applications.

Ability to:

- Provide lead direction, work coordination, and training, as assigned
- Plan, develop, coordinate, directing, and prioritizing assigned appraisal activities.
- Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real property; appraise all types of residential and rural real property for ad valorem purposes.
- Estimate construction costs and depreciation for residential and rural property.
- Assemble and analyze statistical and narrative information; draw logical conclusions from the data; prepare analytical reports.
- Read and interpret maps, assessment books, property descriptions, and legal codes.
- Perform a variety of special projects and assignments.
- Assist with the establishment of standardized appraisal systems and methods.
- Perform mathematical calculations quickly and accurately.
- Communicate effectively, both orally and in writing.
- Use computers and computer equipment, software, and programs used by the assessor's office.
- Follow written and oral instructions.
- Effectively represent the assessor-recorder's office policies, programs, and services with the public, community organizations, county staff, and other government agencies.
- Work independently.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.

- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and clients.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid Appraiser's Certification issued by the State of California Board of Equalization.

Education and Experience:

Six (6) years of experience in accounting, appraising, engineering support, building cost estimating, construction material buying, or managing/selling real estate.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.