RESOLUTION - ACTION REQUESTED 2020-152

MEETING: March 24, 2020

TO: The Board of Supervisors

FROM: Kimberly Williams, Human Resources Director

RE: Amend Job Descriptions in the Assessor-Recorder's Office

RECOMMENDATION AND JUSTIFICATION:
Amend the job descriptions for the Appraiser I/II and III, Auditor-Appraiser, Assessment-Recording Clerk I/II and III, Assessment-Recording Office Manager, and Cadastral Drafting Technician in the Assessor-Recorder’s Office to reflect a change to the “Supervision Received and Exercised” section of each.

The Assistant Assessor-Recorder position has been vacant for several months. Since the vacancy, the Assessor-Recorder has reviewed his organization and has determined that at this time, he would like to eliminate the Assistant Assessor-Recorder allocation and instead add an Appraiser III allocation to his organization (the Assessor-Recorder will be discussing this in a separate request to the Board of Supervisors). The Appraiser III performs independent appraisal work and can also act as a lead worker providing direction to staff in lower level classifications.

Changing the "Supervision Received and Exercised" section of the job description for each of the above-mentioned classifications will reflect that the Appraiser III will be providing direction to particular classifications and/or will reflect the elimination of the Assistant Assessor-Recorder class from the "Supervision" section of each job description as the allocation is being eliminated for the time being.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board of Supervisors approves changes to job descriptions as requested.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
A negative action would not properly reflect the “Supervision Received and Exercised” of each of the listed classifications.

FINANCIAL IMPACT:
N/A

ATTACHMENTS:
Appraiser I-II (PDF)
Appraiser III(PDF)
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Auditor-Appraiser (PDF)
Assessment Recording Clerk I-II (PDF)
Assessment Recording Clerk III (PDF)
Assessment Recording Office Manager (PDF)
Cadastral Drafting Tech I-II (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Miles Menetrey, District V Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
APPRAISER I / II

DEFINITION
To collect and analyze data from the field for the appraisal of real property for tax purposes; to conduct field inspections, studies and appraisals of residential, agricultural and commercial properties; to assist the public with questions concerning appraisals; and to perform related duties and responsibilities as required.

Appraiser I is an entry-level classification, working under close supervision within a framework of well-defined policies and procedures. Incumbents learn and perform routine office and field duties related to real property appraisal. This classification is flexibly staffed with Appraiser II and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Appraiser II.

Appraiser II is the journey-level classification, receiving limited supervision within a framework of standard policies and procedures. Incumbents are responsible for independent appraisal of residential, agricultural and commercial properties. Positions in this class are normally filled by advancement from the Appraiser I level, or when filled from the outside, require prior appraiser experience.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the County Assessor-Recorder and lead direction from the Appraiser III.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans strategies for accomplishing the mass appraisals of real property, including such tasks as researching the market, gathering and verifying resulting data, interviewing owners, and inspecting properties.

Locates properties using Assessor’s maps, topological maps and/or surveyors’ plat maps.

Conducts field investigations, studies and appraisals of residential, commercial and agricultural properties.

Inspects sites; calculates accurate square footage; measures improvements; describes construction characteristics; recognizes and notes applicable types of depreciation; assigns quality classification; draws plans of structure(s).

Photographs properties for records.

Collects and analyzes data from the field for the appraisal of real property.

Conducts an annual inspection and re-appraisal of unique properties.
Inspects land and improvement changes to determine value changes.

Estimates costs, market value and income values to determine appraisal values.

Prepares written appraisal reports for processing by clerical staff.

Prepares full narrative appraisals for appeal hearings.

Provides a variety of information to the public regarding property appraisal procedures, policies and methods; answers technical questions regarding assessments.

Represents the department in various County, civic and community meetings as required.

Maintains detailed work records and prepares comprehensive reports as required.

Performs general clerical / administrative work as required, including but not limited to copying and filing documents, sending and receiving faxes, entering and retrieving computer data, answering the telephone, scheduling appointments, etc.

Appraiser II: (In addition to the above)
Assists in training lower-level Appraisers as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

*Appraiser I:*
Basic principles of land economics.

General concepts of property appraisal.

Basic mathematics and methods of measurement.

English usage, spelling, grammar and punctuation.

Modern office procedures, practices and technology, including the use of computers for word and data processing and other applications related to appraising.

*Appraiser II: (In addition to the above)*
All pertinent federal, state and county laws, codes, regulations and standards pertaining to the tax assessment of real property.

County and department policies and procedures.

Real property appraisal principles, terminology and procedures.
Assessment recording / reporting requirements and procedures.

Construction materials, techniques, costs and determinants of quality.

Common methods of describing real property.

**Ability to:**

*Appraiser I:*
Learn, understand and apply pertinent federal, state and local laws, codes, rules and regulations.

Learn County and department policies and procedures.

Learn and apply the principles and techniques of property appraisal.

Understand and follow oral and written instructions.

Assemble and analyze data and make arithmetical calculations.

Use computer programs for assessment processing, record-keeping and reporting.

Deal tactfully and effectively with the public and with others contacted in the course of work, including hostile, irate individuals.

Communicate effectively both orally and in writing.

Prepare written and oral reports with accuracy and in a timely manner.

Work effectively under the pressure of deadlines.

*Appraiser II: (In addition to the above)*
Understand, interpret and apply pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Independently complete appraisal assignments in a timely manner.

Assemble and analyze appraisal data and determining factors affecting the valuation of real property.

Offer logical reasons for valuation opinions in a concise, professional manner.

Read, interpret and analyze blueprints, maps and property descriptions.

Chart, describe, sketch and draft in connection with appraisal work.
Perform arithmetical, algebraic and geometric calculations with accuracy.

Analyze problems, evaluate alternatives and make sound recommendations.

Provide staff training as required.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, odors, toxic or caustic chemicals, vibration.

**TYPICAL 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 objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office 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.

**MINIMUM QUALIFICATIONS**

*Appraiser I:*

**Experience:**
Four years of progressively responsible experience in real estate sales, mortgage lending, title company research, building cost estimator/contractor, insurance adjuster or closely related fields.

**Education:**
High school diploma or GED equivalent.

**Substitution:**
Completion of 30 semester units of college level coursework in business administration, economics, agriculture or closely related field may be substituted for one year of the required experience.

*Appraiser II:*

**Experience:**
Three years of professional appraising experience, or two years as an Appraiser I in Mariposa County.
Education:
Graduation from an accredited college or university with a Bachelor’s degree in business administration, economics, agriculture or closely related field.

Substitution:
Additional qualifying experience may be substituted for the education on a year-for-year basis.

Additional Requirements:
Appraiser I:
Possession of or the ability to obtain within one year of employment a California State Board of Equalization certificate for real estate appraisal.

Appraiser II:
Possession of a California State Board of Equalization certificate for real estate appraisal.

Both Appraiser I and Appraiser II:
Must meet continuing education requirements each year to retain Appraiser certification.

Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
APPRAISER III

DEFINITION
To collect and analyze data from the field for the appraisal of real property for tax purposes; to conduct field inspections, studies and appraisals of residential, agricultural and commercial properties; to assist the public with questions concerning appraisals; to provide lead direction of lower-level appraisers as assigned; and to perform related duties and responsibilities as required.

Appraiser III is the advance journey-level classification responsible for performing independent appraisal work. Positions in this class are normally filled by advancement from the Appraiser II, or when filled from the outside, requires extensive prior appraisal experience and an advanced level appraisal certificate.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the County Assessor-Recorder.

Exercises lead direction over the Appraiser I/II and the Cadastral Drafting Technician I/II as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans strategies for accomplishing the mass appraisals of real property, including such tasks as researching the market, gathering and verifying resulting data, interviewing owners, and inspecting properties.

Locates properties using Assessor’s maps, topological maps and/or surveyors’ plat maps.

Conducts field investigations, studies and appraisals of residential, commercial and agricultural properties.

Inspects sites; calculates accurate square footage; measures improvements; describes construction characteristics; recognizes and notes applicable types of depreciation; assigns quality classification; draws plans of structure(s).

Photographs properties for records.

Collects and analyzes data from the field for the appraisal of real property.

Conducts an annual inspection and re-appraisal of unique properties.

Inspects land and improvement changes to determine value changes.

Estimates costs, market value and income values to determine appraisal values.

Processes property sales and transfers.
Prepares written appraisal reports for processing by clerical staff.

Prepares full narrative appraisals for appeal hearings.

Provides a variety of information to the public regarding property appraisal procedures, policies and methods; answers technical questions regarding assessments.

Provides lead direction and training of lower-level appraisers as assigned.

Represents the department in various County, civic and community meetings as required.

Maintains detailed work records and prepares comprehensive reports as required.

Performs general clerical / administrative work as required, including but not limited to copying and filing documents, sending and receiving faxes, entering and retrieving computer data, answering the telephone, scheduling appointments, etc.

Keeps abreast of applicable market trends and conditions.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
All pertinent federal, state and county laws, codes, regulations and standards pertaining to the tax assessment of real property.

County and department policies and procedures.

Principles of land economics.

Real property appraisal principles, terminology and procedures.

Basic mathematics and methods of measurement.

Assessment recording / reporting requirements and procedures.

Construction materials, techniques, costs and determinants of quality.

Common methods of describing real property.

Preparation of specialized and technical appraisal reports.

English usage, spelling, grammar and punctuation.

Modern office procedures, practices and technology, including the use of computers for word and data processing and other applications related to appraising.
Techniques of appraisal training and supervision.

Safe work methods.

**Ability to:**
Understand, interpret and apply pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Understand and follow oral and written instructions.

Analyze problems, evaluate alternatives and make sound recommendations.

Develop specialized appraisal procedures and techniques.

Independently complete appraisal assignments in a timely manner.

Assemble and analyze appraisal data and determining factors affecting the valuation of real property.

Read, interpret and analyze blueprints, maps and property descriptions.

Chart, describe, sketch and draft in connection with appraisal work.

Perform arithmetical, algebraic and geometric calculations with accuracy.

Offer logical reasons for valuation opinions in a concise, professional manner.

Use computer programs for assessment processing, record-keeping and reporting.

Deal tactfully and effectively with the public and with others contacted in the course of work, including hostile, irate individuals.

Communicate effectively both orally and in writing.

Prepare written and oral reports with accuracy and in a timely manner.

Work effectively under the pressure of deadlines.

Provide effective staff training and leadership as required.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, odors, toxic or caustic chemicals, vibration.
TYPICAL 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 objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office 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.

MINIMUM QUALIFICATIONS
Experience:
Four years of professional appraising experience, or two years as an Appraiser II in Mariposa County.

Education:
Graduation from an accredited college or university with a Bachelor’s degree in business administration, economics, agriculture or closely related field.

Substitution:
Additional qualifying experience may be substituted for the education on a year-for-year basis.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Possession of or the ability to obtain within two years an advanced level California State Board of Equalization certificate for real estate appraisal.

Must meet continuing education requirements each year to retain Appraiser certification.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 04/04 (B/S Res. No. 04-171)
Revision Date: 02/06 (B/S Res. No. 06-73); 05/18 (B/S Res. No. 18-234); 03/20 (B/S Res. No. 20-152)
ASSIGNMENT-RECORDING CLERK I / II

DEFINITION
To perform specialized duties in recording, preparing and maintaining legal documents including vital statistics, assessment rolls, master property records and personal property records; to perform difficult and complex clerical work as assigned; to input various assessments and property market values; and to perform related duties and responsibilities as required.

Assessment-Recording Clerk I is the entry-level classification in the Assessment-Recording Clerk series. Incumbents learn and perform specialized clerical duties associated with the recording and maintenance of legal documents, receiving close supervision within a framework of well-defined policies and procedures.

Assessment-Recording Clerk II is the journey-level classification in the series. Incumbents exercise independent judgment and have a higher level of responsibility than an Assessment-Recording Clerk I. Positions in this class are normally filled by advancement from the I level, or when filled from the outside, require prior assessment / recording clerical experience.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Assessment-Recording Office Manager and the Assessor-Recorder.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists the public, in person and over the telephone, in assessment and recording procedures and in resolving related problems.

Receives, checks, accepts or rejects documents for recording.

Examines, records, registers, indexes and files legal instruments, vital statistics, maps and other documents.

Photographs and/or computer scans recorded documents and vital statistics records.

Processes changes in property ownership, searching and checking title and property descriptions and making calculations.

Prepares supplemental tax bills.

Processes boat and airplane assessments; enters values into database and applies them to statements.

Processes exemption claims and property statements.

Prepares cancellations and corrections to the secured and unsecured tax rolls.
Assists the Property Mapper in keeping maps current and correct.

Performs general bookkeeping work as required, including preparing billing invoices, receiving and receipting various fees, balancing monies received, preparing deposits, preparing periodic financial reports, etc.

Prepares and submits quarterly and annual statistical reports as required.

Assists the public in the use of records, and provides copies as needed.

 Prepares certified copies of official records, vital statistics and maps.

Performs general clerical work as required, including but not limited to copying and filing documents, shredding documents, sending and receiving faxes, entering and retrieving computer data, answering the telephone, processing mail, etc.

Assessment-Recording Clerk II: (In addition to the above)
May provide instruction and leadership of Assessment Clerk I staff as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

*Assessment-Recording Clerk I:*

Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word processing and record-keeping.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Safe work practices.

*Assessment-Recording Clerk II: (In addition to the above)*

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Legal instruments that affect property ownership.

Appraisal processes and procedures.

Principles of financial and statistical record-keeping.

Basic mapping procedures used in assessment work.
Basic principles of instruction and leadership.

**Ability to:**

*Assessment-Recording Clerk I:*
Learn and understand pertinent federal, state and local laws, rules and regulations, and County policies and procedures.

Understand and execute written and oral instructions.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Perform mathematical computations with accuracy.

Maintain accurate statistical records.

Communicate clearly and concisely, both orally and in writing.

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

*Assessment-Recording Clerk II:* (In addition to the above)
Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Establish and maintain complex and extensive record-keeping systems and files.

Provide effective leadership and instruction as assigned.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-
visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized 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.

**MINIMUM QUALIFICATIONS**

**Experience:**
*Assessment-Recording Clerk I:*
Two years of general clerical experience including public contact.

*Assessment-Recording Clerk II:*
Three years of increasingly responsible clerical and/or technical experience involving the review of technical or legal documents, or two years as an Assessment-Recording Clerk I in Mariposa County.

**Education:** *(Both Assessment-Recording Clerks I and II)*
High school diploma or GED equivalent, including or supplemented by coursework in typing, word processing, bookkeeping and related subjects.

**Additional Requirements:** *(Both Assessment-Recording Clerks I and II)*
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
ASSessment-RECORDing CLERk III

DEFINITION
To perform specialized duties in recording and maintenance of legal documents including vital statistics and assessment rolls, master property records, personal property records, to input various assessments and property market values; and to perform complex and difficult clerical work as required.

The Assessment-Recording Clerk III is at a journey level of classification requiring specialized training and work experience. Incumbents in this class exercise considerable independent judgment requiring training and knowledge that equates to a para-professional level in the Recording, Title and Assessment fields. This is a specialized position that normally will be filled by those who have served as an Assessment-Recording Clerk II for a minimum of two years with demonstrated knowledge of the use and purpose of legal instruments, rules and laws pertaining to changes of ownership. Training is normally not available anywhere but an Assessor-Recorder’s Office or specialized courses in Real Estate Law and recordable documents examining.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Assessment-Recording Office Manager and the Assessor-Recorder.

May provide lead direction over Assessor-Recorder clerical classifications.

EXAMPLES OF ESSENTIAL FUNCTIONS
Records and files all types of legal instruments, vital statistics, maps and other documents

Codes recorded documents for changes of ownership for reassessment purposes

Performs complex clerical work in the processing of assessment role corrections, property statements, exemption claims, business audits, division of property and resulting combinations

Assists the public in assessment procedures, filing exemption claims, and resolving problems

Processes property divisions, searching and checking title and property descriptions, briefing complex property descriptions and making calculations

Process boat and airplane assessments, inputs values, and applies them to statements

Prepares cancellations and corrections to secured and unsecured rolls

Acts as control clerk in preparation of secured and unsecured rolls, processing splits, combinations, and other changes
Proofs changes after roll is run for supplemental pages, bills and controls totals

Prepares documentation and updates file as required by the State under the Land Conservation Act

Aids draftsman in keeping maps current and correct

Performs other related duties similar to the above in scope and function as required

receives, checks, accepts or rejects documents for recording

Performs daily balancing of recording fees, codes all documents for indexing, performs data entry functions, and runs daily indexes

Assists public in the use of records and provides copies as needed

Photographs all recorded documents and vital statistic records, checks film and returns original documents to recording parties

Makes timely deposits of recording fees with the Treasurer

Makes certified copies of official records, vital, and maps

Balances monthly fees with reports and prepares Recorder's monthly cash statement

Answers telephone and counter inquiries regarding requirements of recordable documents, status of previous recordings, and returns documents received in the mail for recording when incorrect or incomplete

Contacts outside film processing company and resolves problems as they may occur with the microfilming function

Performs as the local Deputy Registrar of Vital Statistics, preparing reports and transmitting fees to the State Registrar

Performs other related duties as similar to the above in scope and function as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**
Computer systems and applications

Proper office methods, practices, and procedures including filing and letter and report writing
Laws, rules, regulations and procedures pertaining to recording
Legal instruments that affect property ownership
State code provisions including Revenue and Taxation
Appraisal process and procedures
Principles of financial and statistical record keeping
Modern office methods, practices, procedures and equipment
Mapping procedures used in assessment work

**Ability to:**
Prioritize and organize work flow
Maintain accurate statistical records
Understand and apply pertinent State, Federal and County laws, rules, regulations and policies
Work with and meet the public in a professional and courteous manner
Gather and interpret assessment and/or recording data from the public
Understand and execute written and oral instructions
Type accurately at a rate required for successful job performance
Establish and maintain effective work relationships with those contacted in the performance of required duties
Work independently and make independent judgments
Collect, compile, prepare and maintain statistical reports

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-
visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized 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.

**MINIMUM QUALIFICATIONS:**

**Experience:**
Two years experience in an Assessment-Recording Clerk II or equivalent position.

**Education:**
High school graduation or G.E.D. preferably with course work in typing, bookkeeping and related subjects

**Additional Requirements:**
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/94 (B/S 94-530)
Revision Date: 10/07 (B/S 07-476); 03/20 (B/S Res. No. 20-152)
ASSESSMENT/RECORDING OFFICE MANAGER

DEFINITION
To plan, organize and supervise clerical operations and staff involved in recording and maintaining legal documents, including vital statistics, and the preparation of assessment rolls, master property records and personal property records; to perform responsible duties involved in the preparation and maintenance of the assessment roll and the recording of legal documents; to assist with budget development and tracking; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Assessor-Recorder.

Exercises general supervision over Assessor-Recorder clerical classifications.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, assigns and reviews the work of clerical support staff.

Interviews, recommends the selection of and provides for the training and development of assigned staff; reviews and evaluates employee performance; counsels employees regarding work issues; recommends disciplinary action as appropriate.

Reviews worksheets, records, reports and data entry completed by subordinates to ensure accuracy.

Plans, develops and implements office procedures and processes in conjunction with professional and managerial staff.

Interprets and applies legislative and administrative laws, codes and regulations to daily operations; keeps apprised of current codes and regulations affecting the functions and operations of the Assessor/Recorder’s Office.

Develops, implements and monitors systems and procedures to ensure they meet departmental needs and to assist in maintaining effectiveness of staff operations.

Assists in the preparation of department budgets; monitors and evaluates expenditures; processes accounts receivable and payable; maintains related records and reports.

Supervises the development and maintenance of department files and record-keeping systems.

Communicates with other County administrators, department heads, officials, staff of other agencies, and the general public as appropriate to obtain and relay information and coordinate activities.
Supervises and participates in the recording, indexing and maintenance of legal documents, including vital statistics.

Examines documents to determine if documents are legally entitled to be recorded in accordance with laws governing public recording.

Prepares daily tabulations of recording fees collected and transfers fees to the County Treasurer.

Oversees the development of information and preparation of reports of Recorder’s Office activities.

Participates in the preparation and maintenance of assessment rolls, master property records and personal property records, performing such duties as calculating property values, processing exemptions, processing deeds and combining / splitting properties for valuation purposes, preparing and sending various notices to tax payers, etc.

Supervises and participates in the registering of birth, death and marriage licenses.

Assists in developing and maintaining systems and procedures for manual and electronic data processing.

Assists with the implementation and modification of specialized recording computer programs.

Investigates computer program problems and recommends solutions: assist vendor with diagnostic routines to determine the cause of equipment program problems.

Provides technical guidance to staff in the use of software systems and related programs.

Prepares analytical, statistical and narrative reports and correspondence as required.

Represents the County Recorder at meetings and other functions as directed.

Attends training, meetings, and workshops as directed to enhance job knowledge and skills.

Performs general administrative, clerical and bookkeeping work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, reviewing and processing mail, sending and receiving faxes, answering the telephone, scheduling meetings and appointments, ordering supplies, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

All pertinent federal, state and county laws, codes, regulations and standards.

County and department policies and procedures.
Basic principles and methods of administration, personnel management, fiscal and data processing management.

Principles and practices of employee training, supervision and performance evaluation.

Standard office administration and clerical practices and procedures.

Modern office procedures, practices and technology, including the use of computers for word and data processing and other applications related to appraising and recording.

Basic budget preparation and financial record-keeping.

Business arithmetic and bookkeeping.

Assessment recording / reporting requirements and procedures.

Legal instruments that affect property ownership.

Laws, codes and regulations pertaining to vital statistics and recording requirements.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Understand, interpret, apply and enforce pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Plan, organize, train and supervise the work of others.

Develop and implement policies, procedures and work standards for assigned areas of responsibility.

Analyze office operations and technical problems, evaluate alternatives and recommend solutions.

Perform difficult and complex statistical and functional work involving the use of considerable judgment, speed and accuracy.

Effectively coordinate and perform work to meet established deadlines.

Understand and execute complex oral and written instructions.
Exercise sound, independent judgment within general policy guidelines.

Type or word process accurately at speeds necessary for successful job performance.

Use computers effectively for word and data processing.

Gather and compile department-specific information from a variety of sources.

Prepare accurate document, records and reports in a timely manner.

Develop and maintain effective record-keeping systems.

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

Provide professional, courteous customer service at all times.

Communicate effectively both orally and in writing.

Perform required arithmetical calculations with accuracy.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move light weights. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office 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.

**MINIMUM QUALIFICATIONS**

**Experience:**
Five years of increasingly responsible clerical and/or technical experience equivalent to working with appraisal, assessment, property, and/or legal records, including assignments requiring a working proficiency in the use of a computer using spreadsheet and data based software, extensive public contact, and preferably including some lead or supervisory responsibilities.
Education:
High school diploma or GED equivalent; college-level coursework in administration, supervision and/or technical subjects related to assessment and appraising is desirable.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 04/04 (B/S 04-171)
Amended: 08/05 (B/S 05-407); 11/05 (B/S 05-538)
Revision Date: 02/06 (B/S Res. 06-73); 05/07 (B/S Res. 07-198); 03/14 (B/S Res. 14-125); 10/14 (B/S Res. 14-519); 03/20 (B/S Res. No. 20-152)
AUDITOR - APPRAISER

DEFINITION
Under general supervision, inventories and assesses taxable personal property; appraises business property and audits business records pertaining to fixtures, equipment and supplies to determine appropriate valuation for inclusion in the County’s tax assessment roll; audits and analyzes financial records and annual business property statements; and performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the County Assessor-Recorder.

EXAMPLES OF ESSENTIAL FUNCTIONS
Examine and audit financial records including balance sheets, invoice records, income statements, general and subsidiary ledgers, state and federal tax returns, and other business records in connection with the appraisal of personal, real property, and fixtures.

Identify through field inspections business property, fixtures, office equipment, and machinery to determine condition and probable life.

Examine business methods, formulas, and practices for depreciating, amortizing, expensing, and leasing property items for proper reporting and treatment of capital assets.

Determine replacement costs and assessed value of business property using a variety of source documents and schedules.

Interview taxpayers and their agents.

Respond to taxpayer questions to explain audits and assessment determinations.

Prepare detailed written audit letters, reports, findings and summaries.

Use a computer terminal to access, input and analyze data.

Travel out of County to conduct audits as assigned.

May appear as a witness before the Assessment Appeals Board.

EMPLOYMENT STANDARDS
Knowledge of:
General concepts of property appraisal.

Applicable federal, State, and County laws, regulations, codes, policies, and procedures.
Business property value and appraisal concepts and techniques to solve complex appraisal problems

The methods of practices used in auditing the accounting and financial records of businesses.
Working knowledge of methods and procedures for determining depreciation, appreciation and replacement costs on equipment and fixtures.

Working knowledge of accounting principles and practices with emphasis on auditing procedures and techniques.

**Ability to:**
Learn and apply accounting and auditing principles and procedures in determining valuations of business property, equipment and fixtures.

Read, interpret and apply tax codes, regulations, policies and procedures that govern audit-appraisal operations and activities.

Gather, tabulate, compute and analyze data and business records affecting property values.

Interview property owners or agents to acquire information necessary to complete audit-appraisals.

Establish and maintain cooperative working relationships with others.

Audit and analyze financial records and draw logical conclusions in determining valuations of business property, equipment and fixtures.

Interpret and explain laws, regulations, methods and policies governing audit-appraisals to property owners.

Prepare detailed audit reports and write correspondence.

Input, access and analyze data using a computer terminal

Audit and analyze difficult and complex financial records

Perform technical review of professional auditor-appraiser work.

Train and secure cooperation among professional and support staff.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, odors, toxic or caustic chemicals, vibration.

**TYPICAL 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 objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office 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.

MINIMUM QUALIFICATIONS

Experience:
Two years of experience in the appraisal of personal property for tax purposes. Experience comparable to the class of Appraiser II in Mariposa County is desirable.

Education:
Graduation from an accredited four-year college or university with at least 18 semester units in accounting;
- OR –
A license in the State of California as a Certified Public Accountant.

Additional Requirements:
Possession of, or the ability to obtain, a valid temporary Appraiser Certificate issued by the State Board of Equalization (BOE) and within one year of employment, the ability to obtain a valid permanent Appraiser Certificate issued by the BOE, which includes the Auditor-Appraiser designation.

Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
CADASTRAL DRAFTING TECHNICIAN I/II

DEFINITION
To create, revise and maintain County tax plat maps and related records using both manual and computer-aided mapping and drafting; to identify parcels for mapping and to assist the public with parcel identifications; and to perform related duties and responsibilities as required.

Cadastral Drafting Technician I is the entry-level position in this series working under close supervision. The position at this level is expected to perform skilled drafting work and most of the duties required of the position at the Cadastral Drafting Technician II level, but are not expected to function at the same skill level and usually exercises less independent discretion and judgment in matters related to work procedures and methods. Assignments are supervised while in progress and fit an established structure or pattern.

Cadastral Drafting Technician II is the journey level position in this series working under general supervision. The position at this level performs the full range of skilled drafting work with minimal guidance and supervision. An incumbent is expected to be fully capable of explaining mapping methods and provisions of the Revenue and Taxation Code pertaining to the mapping of real property. Furthermore, incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED
Receives supervision from the Assessor-Recorder and lead direction from the Appraiser III.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists in creating, revising, and maintaining tax plat maps and related records for assessment purposes.

Interprets information and material used to modify maps and related records.

Plots or draws changes on maps from map records, right-of-way maps, etc.

Updates tax plats maps, subdivision maps, assessment master maps, and informational maps including new and old road names, land conservation, etc.

May assist in new address assignment.

Operates blueprinting machines, computers, and printers as required.

Makes mathematical calculations, computing land acreage and area.

Assists in research work wherever needed to compile or verify map records and descriptions for staff or the public.
Cadastral Drafting Technician II (in addition to the above)

Maintains proper cross-indexing records of history tax plats and property split logs.

Recommends purchase of software and hardware for operation of computerized drafting system

General troubleshooting, development and testing of updated computer drafting systems for streamline production.

Performs title searches and maintains records of updated maps for other agencies.

Provides assistance on questions concerning property descriptions, locations, documents, and land areas to the public and other staff.

Helps track parcels included in Land Conservation Act.

Maps and assigns address range for new roads, maintains address records, provides address support to department staff.

Provides updated address information to 911 emergency service departments.

Establishes boundaries for special assessment districts and transfers information to tax plats.

Complete the transfer of information from the state Board of Equalization tax area code maps into the Assessor’s plats.

Participates in special projects and problem solving activities.

Provides information to public in regards to map changes, deeds, title searches and other matters.

Verifies state tax code area charts.

Reviews new subdivision maps for appraisal work.

May provide training to other staff.

EMPLOYMENT STANDARDS

Knowledge of:
Nomenclature, symbols, methods and practices used in property descriptions, map development, and drafting.

Modern office methods and procedures.
County of Mariposa  
Cadastral Drafting Technician I/II  
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*Cadastral Drafting Technician II* (in addition to the above)  
Policies, procedures, and functions of the Assessor’s Office  

Laws, rules, and regulations related to property description, title records, and change of ownership.  

Computerized drafting methods and systems.  

Technical operation and principles related to personal computer software and hardware used in drafting and mapping work.  

Safe work practices.  

**Ability to:**  
Perform drafting and mapping with skill and accuracy  

Prepare, update, and interpret maps, drawings, charts, and plans.  

Read and interpret property descriptions.  

Make accurate mathematical calculations in the computation of land areas and boundaries.  

Research title information.  

Prepare and maintain records and reports.  

Understand and carry out oral and written directions.  

Maintain effective communications and good relations with the public.  

Establish and maintain cooperative working relationships.  

*Cadastral Drafting Technician II* (in addition to the above)  
Work independently with little supervision  

Perform the more complex property records maintenance work required by the Assessor’s Office.  

Coordinate map and property record functions with other County departments and outside agencies.  
Perform difficult drafting and mapping with skill and accuracy with the use of computerized software.  

Analyze problems, evaluate alternatives and make sound recommendations.
Operate assigned equipment and tools safely.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized 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.

**MINIMUM QUALIFICATIONS**

**Experience:**

*Cadastral Drafting Technician I*
One year of experience performing skilled drafting work or completion of specialized training in drafting and some work experience with property descriptions. Knowledge of computerized drafting software and methods is highly desirable.

*Cadastral Drafting Technician II*
Two years of increasingly responsible experience performing skilled computer-aided drafting and property description interpretation comparable to that of a Cadastral Drafting Technician I with Mariposa County.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.