

## **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.**