



APPRAISER II

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Appraiser series. Incumbents are expected to work independently in the assessment of real property.

ESSENTIAL JOB DUTIES: Visits and interviews taxpayers, makes investigations, and analyzes data in determining the value of real property; inspects building improvements and changes to determine effect on value; inspects exterior and interior of buildings to determine classification according to standards and examples set forth in appraisal manual; examines and takes into consideration quality of materials, fixtures, equipment, and general construction; measures buildings and computes improved or total area; estimates replacement costs, obsolescences, construction costs, resale values and other pertinent factors; reviews sales data for acceptance/rejection; combines various elements affecting property value and exercises judgment in arriving at equitable and consistent appraisals for tax assessment purposes; records information on appraisal form; prepares scale drawings of the location of buildings and improvements in relation to property lines; sketches maps to assist in field locations; explains assessment procedures and determinations to taxpayers; prepares and presents written and oral reports; maintains files; other related duties as required. Appraiser III assists in training Appraiser I incumbents.

EMPLOYMENT STANDARDS

Knowledge of: Appraisal methods, procedures, and terminology pertinent to appraisal of real property; factors involved in the appraisal of various classes of real property; methods, procedures, and practices followed in real property assessment work; economics of value and price as they affect the cost of construction and improvements; interviewing techniques, appraisal mathematics; report preparation and presentation.

Ability to: Assemble and analyze statistical and narrative data; operate a personal computer and make mathematical calculations quickly and accurately; speak and write effectively; analyze situations accurately and take effective action; read and interpret laws and regulations, maps, and property descriptions, analyze appraisal data and make proper determinations of value; prepare technical reports and correspondence; present cases in assessment appeal hearings; work cooperatively with coworkers and those contacted in the course of work. Must have ability to walk, stand, climb and descend stairs, while carrying up to 20 pounds; sit for prolonged periods of time using keyboard; ability to use telephone.

Education/Training/Experience:

Must meet requirements for Appraiser I, plus one year of experience as an appraiser in an Assessor's Office with a permanent Appraiser certificate; OR be a high school graduate or equivalent with four years of relevant experience in the last ten years as a Real Property Appraiser licensed by the California Department of Real Estate (must obtain a permanent California Appraiser's Certificate within one year of appointment as condition of continued employment).

Special requirements: An Appraiser I holding a temporary Appraiser's Certificate shall not perform appraiser duties for more than one year without obtaining a valid permanent Appraiser's Certificate. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.