

## DEFINITION

Under the direction of the Assessor or Assistant Assessor, perform responsible technical analysis of varying difficulty related to the administration of the Assessor's Office operations; assist in all areas of administration including policies, strategic plans, procedures, organizational and operational matters, financial and legislative matters, and budget; coordinate activities with other divisions and departments; provide highly complex assistance to the Assessor or Assistant Assessor; and perform other duties as required.

## DISTINGUISHING CHARACTERISTICS

This single, professional-level exempt classification has administrative and technical responsibility for the Standards and Systems functions of the Assessor's Office. The incumbent operates with a great degree of independence in applying assessment knowledge and valuation ability to the assigned tasks and inform department management of problems relating to office activities with recommended changes in systems and procedures to correct them. Incumbents are expected to perform work of above average difficulty, to provide technical advice and training, and to direct and supervise the work of subordinate staff as needed. Policy direction is received from the Assistant Assessor or Assessor.

## EXAMPLES OF DUTIES

- Provide technical guidance to appraisal and assessment staff regarding assessment systems and code requirements.
- Monitor appraisal and assessment procedures, workload and workflow.
- Determine, evaluate, and review workload standards and performance.
- Respond to inquiries from the general public and/or other governmental agencies regarding assessment roll information.
- Write and revise procedure manuals for appraisal, assessment, cadastral, and public service functions.
- Manage departmental forms and records management systems; and coordinate maintenance and use of State Board of Equalization mandated forms, procedures and rules.
- Prepare statistical analyses and reports.
- Develop and revise methods and procedures to conform to changes in legislation, assessment practices, policy, and software applications and systems.
- Review legislation, analyze its impact, and recommend appropriate action.
- Review and evaluate assessment roll results and recommend actions to be taken.
- Prepare a variety of reports and correspondence.
- Develop strategic plans for the Office.

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- Monitor conformity of all office functions with legislative and R&T Code mandates
- Develop, administer, and conduct in-service training programs.
- Act as Training Coordinator with State Board of Equalization.
- Monitor and coordinate the receipt and review of all documents relating to transfer in title of real properties.
- Monitor and coordinate the receipt and processing of building permits.
- Manage the assessment compliance audit programs of the Department.
- Manage multiple complex Information Technology systems necessary for property appraisal, assessment roll preparation and maintenance, and electronic mapping.
- Participate in the department's staffing selection processes; provide or coordinate the staff training.
- Assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- May supervise the work of subordinate staff as assigned.
- May appear as expert witness at hearings of the County Assessment Appeals Board and in court.
- Act as an information source to property owners and other interested parties at the counter and on the telephone.
- Maintains contact with State and County agencies, boards, and the public.
- Represent the department in board and commission meetings and before the general public.
- Build and maintain positive working relationships with co-workers, other County employees and the public using the principles of good customer service.

## **SPECIAL REQUIREMENTS:**

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

Possession of a valid Appraiser's certificate and/or Assessment Analyst certificate issued by the California State Board of Equalization.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

Laws, regulations, and court decisions affecting the assessment of property for property tax purposes; organization, procedures, and responsibilities of the County Assessors' Office; modern office methods, practices and equipment; practical application of computers and peripheral equipment; Microsoft Access, Excel, and Adobe Acrobat [or their equivalent] to

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develop queries and forms; principles and practices of supervision, management, organization, and administration applicable to government agencies; principles and usage of modern information systems; Revenue and Tax Code and other California laws related to tasks performed in a County Assessor's Office; methods of land title research and examination; and California law related to the dissemination of information.

## **Ability to:**

Understand complex assessment laws and procedures; develop implementation strategies for new programs; understand and explain the use of the Assessor's Office Property Tax System; understand and participate in the development of the department's budget; analyze, evaluate, and modify assessment methods and standards; assemble, analyze and summarize information relating to assessments and appraisals for assessment purposes; utilize database programs to extract information needed by management, staff, and state agencies; utilize spreadsheet or other specialized programs to update and/or develop office forms that aid appraisal and assessment staff; plan and direct training programs; prepare clear, concise and comprehensive recommendations and reports; speak and write effectively; analyze and implement legislative changes affecting programs and processes; communicate effectively, both orally and in writing; prepare and present written and oral reports before large and small groups; establish and maintain effective relationships and staff members, co-workers, representatives of other offices, and the public.

## **Education, Training, and Experience:**

*Any combination or experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:*

- Either A:** Possession of a Bachelor's degree from a recognized college, preferably with a major in business administration, public administration, or other field closely related to the assignment AND four years of progressively responsible appraisal and/or assessment experience in a California County Assessor's Office;
- Or B:** Possession of an Associate's Degree from a recognized community college AND seven years of progressively responsible appraisal and/or assessment experience in a California County Assessor's Office. No additional qualifying experience may be substituted for the required education.
- Or C:** Graduation from High School AND ten years of progressively responsible appraisal and/or assessment experience in a California County Assessor's Office.

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### AND

Two (2) years of lead or supervisory experience in a County Assessor's Office is required. This experience is in addition to any qualifying experience used to meet the requirements contained in options A, B, or C.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Mobility to work in a standard office environment; use standard office equipment and attend off-site meetings; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large documents holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

### **OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in the documents and may be required to have specific job-related knowledge and skills. Incumbents may be required to use their own vehicle during the course of their employment.

Established:

Revised:

RECLAS97.WPD

Reclassified to Chief of Assessment Services 12/1/2007

Reinstated/Revised: September 2020