

## **DEFINITION**

Under administrative direction, manages, oversees, coordinates, and participates in the most complex and difficult work of appraisal staff; manages multiple sensitive and complex projects in the areas of assignment; provides supervision and mentoring to professional appraisal staff; provides responsible administrative and technical staff assistance to the Chief Appraiser; and performs other duties as required.

## **DISTINGUISHING CHARACTERISTICS**

This is the advanced level, supervisory position in the professional appraisal series. Incumbents can be distinguished from lower level appraisal classes by performance of the most complex appraisal/assessment assignments requiring a high degree of technical expertise and knowledge.

Incumbents perform a full range of supervisory activities such as providing technical advice, directing and supervising subordinate staff, assigning work, monitoring project progress, and training other professional staff.

## **EXAMPLES OF DUTIES:**

- Perform appraisals of a wide variety of properties by applying the full range of appraisal methods including the sales comparison approach, income approach and the cost approach.
- Establish taxable assessed values for newly constructed real property and properties which have had a change in ownership.
- Assist the Chief Appraiser in assigning and planning appraisal workflow.
- Review the work of property appraisal staff.
- Advise on appraisal questions and provides on-the-job training for inexperienced appraisers.
- Monitor market changes to measure market-driven value changes in geographic areas of responsibility.
- Collect and analyze market data including construction costs, sales, lease information and rental information on real/personal properties.
- Review appraisals with taxpayers, explain the appraisal process and may change assessments as a result of information supplied by taxpayers.
- Assist in analyzing accounts of business firms for personal property and depreciation.

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- Confer with senior management regarding policy matters.
- Provide technical guidance to appraisal staff regarding assessment systems and code requirements.
- Develop and monitor appraisal standards and practices.
- Draft and recommend revisions to procedure manuals for appraisal functions.
- Oversee development of cost and market studies.
- Assist in developing and conducting in-service training programs which may include annual state mandated training for all real and personal property appraisers.
- Prepare and present testimony on appeals before the Assessment Appeals Board/Board of Supervisors and, when necessary, the courts.
- Act on behalf of assigned management staff in his/her absence.
- Pro-rate taxable values, as needed, when parcels are split or are combined.
- Conduct large, unusual, or special purpose appraisals such as Timber Preserve, mineral properties, California Land Conservation Act properties, cable television franchises and golf courses.
- Attend meetings with appropriate staff, other County departments, and public and private agencies as required.
- Act as an information source to property owners and other interested parties at the counter and on the telephone.

## **MINIMUM QUALIFICATIONS**

Incumbents are expected to have sufficient appraisal and assessment knowledge and experience to:

- Perform work of above average difficulty
- Review work of others
- Determine compliance with applicable statutes

### **Knowledge of:**

Operations, organization, procedures, and responsibilities of a County Assessor's Office; advanced principles and methods to appraise property for property tax purposes; laws, regulations and court decision affecting the appraisal of land, buildings, structures, and personal property; economic, environmental, and related factors involved in evaluation of properties; methods and techniques for the appraisal of all property types, including unusual or special purpose appraisals; principles of administration, including supervision and training.

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## **Skill and Ability to:**

Independently perform the most specialized and complex appraisals; understand and apply pertinent laws, rules and regulations; recognize technical problems; recognize conflicting priorities and assist in identifying creative and equitable solutions; recommend and implement goals, objectives, and procedures for providing assigned services in a timely manner; supervise, organize, and review the work of appraisal staff; effectively prepare and present, with technical accuracy, reports, correspondence, and records; operate modern office equipment including a personal computer; learn new computer applications as needed; use the following programs at an intermediate or higher level: Word, Excel, Outlook, Access, and PowerPoint, and other commonly used applications; adapt to changing assignments and work tools; train coworkers and subordinates; explain complex matters to coworkers and the public; plan and organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction; use English effectively to communicate in person, over the telephone, and in writing; use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations; work under pressure; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **Training, Experience and Certifications:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:** Possess a Bachelor's degree from an accredited college or university. Advanced coursework covering the Income Approach to Value, the Valuation of Restricted Lands, and Possessory Interests is desirable.

## **PLUS**

**Experience:** Two years of responsible journey level experience in appraisal work performing duties similar to an Appraiser III in Calaveras County.

## **License or Certificate:**

Licenses: Valid California Driver's License

Certificates: Valid Appraiser's Certificate issued by the California State Board of Equalization

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

Mobility to work in a standard office environment, use standard office equipment, and attend off-site meetings; this office is located in a two story building and incumbents will be required to maneuver to various offices, sometimes carrying documents and files. File cabinets and other storage furniture will require stooping, bending, and stretching and may require the use of a step ladder. When in the field, the incumbent must be able to walk around property that may have uneven surfaces; physical ability to maintain balance while climbing or descending hills or measuring structures several feet off the ground while carrying several pieces of equipment; physical ability to deal with extreme variations in temperature consistent with local weather patterns; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment which may include repetitive movements during data entry; manual dexterity to use standard office supplies and to manipulate both single sheets of paper and large document 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 this document and may be required to have specific job-related knowledge and skills.