

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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| CLASS TITLE: | REAL PROPERTY APPRAISER I |
| DEPARTMENT: | ASSESSOR/CLERK/RECORDER |
| REPORTS TO: | CHIEF PROPERTY APPRAISER |

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| CLASS CODE: 11536 |
| FLSA STATUS: N |
| DATE: 9/05 |

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs moderately difficult technical functions related to property appraisal, including: conducting field inspections; collecting and verifying data; interviewing property owners; drawing diagrams of property and buildings; and preparing data for hearings.

DISTINGUISHING CHARACTERISTICS:

This is the entry level in the Real Property Appraiser series and is a learning position. Incumbents may perform some of the duties of the Real Property Appraiser II, but are limited in scope and require close supervision of work. This class is distinguished from the Real Property Appraiser II by the latter's assignment of complex technical functions related to commercial and residential property appraisal, including calculating costs for new construction. The Real Property I differs from the Real Property Appraisal Aid in that the Aid does not appraise, or confer with and advise representatives of other departments concerning procedures and policies.

SUPERVISION EXERCISED:

Real Property Appraiser I exercises no supervision, but may provide training to other staff.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs moderately difficult technical work associated with property appraisal functions, including: visiting property and noting significant features; interviewing property owners; collecting and verifying data; measuring and diagramming buildings or property and verifying parcel and structure data; analyzing and interpreting comparable sales; reviewing records, maps, handbooks, etc.; drawing plot plans; allocating values when properties are split, combined or damaged; performing other related calculations; and classifying and appraising property.

Formats, types letters, memos, requests, notices, Deeds, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; and processes routine and non-routine matters independently.

Assists the public by answering questions related to job functions.

Assists other appraisers in gathering field information and performs work in a training capacity.

Attends meetings and training applicable to the work.

Advises and confers with representatives of other departments concerning procedures and policies.

Prepares information for presentation at Board of Equalization hearings.

Reports administrative and/or operational problems to supervisor.

Enters and retrieves a variety of complex information using a computer.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax; maintains confidential information.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Aerial Photographs
Four-Wheel Drive Vehicles

Computer
Compass
Automobiles

Measuring Scales
Measuring Tape

Protractor
Stereoscope

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university; or high school graduation plus four years of progressively responsible, related experience pursuant to Section 283(d), Title 18 of the California Administration Code, which includes the following occupations: accountant, auditor, real estate loan underwriter, right-of-way agent, licensed building contractor; or a real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling, leasing, or managing real estate; or an appraiser aide or appraiser trainee in an assessor's office or in the property taxes department. When fewer than four years of education in an accredited institution of higher education are used to meet the minimal qualification, the number of qualifying years shall be determined by the number of units in which passing grades were received. One year of education requirement shall consist of either 30 semester units or 45 quarter units; and,

Any combination of education, training and experience, within the prescribed guidelines of Section 283(d), Title 18 of the California Administration Code, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Must obtain State Board of Equalization Appraisal Certificate within one year.

Valid California Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable codes, laws, ordinances, regulations and legal forms and procedures.

Methods, practices and procedures used in real property appraisal.

Geometry, and standard business arithmetic, including percentages and decimals.

Basic accounting, record keeping, report preparation, filing methods and records management techniques.

Methods and techniques used in searching for and compiling information using a variety of sources.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

All computer applications, and hardware, as well as other general office equipment related to performance of the essential functions of the job.

General office procedures, policies and practices.

Skill in:

Organizing work, setting priorities and meeting critical deadlines.

Typing from rough draft or printed text using a word processor or typewriter.

Analyzing and resolving office administrative situations and problems.

Making mathematical/geometrical calculations and computations.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to analyze, interpret and verify information.

Ability to draw legible diagrams and compute square footage of irregular shapes of land and buildings.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to sit, use hands to finger, handle, or feel, and speak and hear.

Ability to ascend or descend ladders, stairs, ramps, and the like, using feet and legs or hands and arms and maintain body equilibrium to prevent falling when walking or standing on narrow, slippery or erratically moving surfaces.

Ability to use texture and shape perception and discrimination.

Ability to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in an office and field environment. Work requires mobility, stamina, and manual dexterity, vision to read handwritten, printed materials and a computer screen; hearing and speech to communicate in person and by telephone. Fieldwork may require driving on treacherous roads to external locations and traversing rough terrain, bending, crouching, and stooping. Work may be outdoors in various weather conditions, with exposure to noise, allergens, traffic hazards, moving mechanical parts, equipment, or machinery.

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.