MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION

CLASS TITLE:	**REAL PROPERTY APPRAISER III**	**CLASS CODE: 11736**
DEPARTMENT:	**ASSESSOR/CLERK/RECORDER**	**FLSA STATUS: N**
REPORTS TO:	**CHIEF PROPERTY APPRAISER**	**DATE: 9/05**

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs complex technical functions related to industrial, agricultural, commercial and residential property appraisal, including: appraising property upon change in ownership, new construction or splitting or combining property; conducting field inspections; drawing diagrams of property and buildings; collecting and verifying data; interviewing property owners; and preparing data for hearings.

DISTINGUISHING CHARACTERISTICS:

This is the advanced level position in the Real Property Appraiser series. This position is distinguished from the Real Property Appraiser II by the performance of complex duties related to industrial, agricultural, commercial and residential appraisal, including: viewing and interpreting topography maps and aerial photographs and determining appropriate values to different portions of property parcels; and interpreting accounting records to determine gross and net income for capitalization into an estimate of value. This position is distinguished from the Chief Property Appraiser by the latter's assignment to direct the complex technical functions related to industrial, agricultural and residential property appraisal. The Chief is further distinguished by its supervisory duties, which includes organizing and reviewing the work of the Real Property Appraisers, monitoring their performance, and rewarding and disciplining as appropriate.

SUPERVISION EXERCISED:

Real Property Appraiser III exercises no supervision, but may serve as lead worker and provide training to other staff.

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

Performs complex technical work associated with industrial, agricultural, commercial and residential property appraisal functions, including: visiting property and noting significant features; interviewing property owners; collecting and verifying data; viewing and interpreting topography maps and aerial photographs to determine property characteristics; measuring and diagramming buildings or property and verifying parcel and structure data; analyzing and interpreting comparable sales and keeping records of same; 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.

Interprets accounting records to determine gross and net income for capitalization into an estimate of value; formulates three year weighted average prices for individual grape varieties.

Allocates appropriate values to different portions of property parcels based on topography, vegetation, soil use and capability of use; formulates carry capacities of soil types using county crop reports.

Assists in preparing computerized programs applicable to the work.

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.

Attends meetings and training applicable to the work.

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

Prepares information for presentation to and participates in 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.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Measuring Scales Calculator
Map Scale Grids Compass Measuring Tape Stereoscope
Aerial Photographs Protractor

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 where received. One year of education requirement shall consist of either 30 semester units or 45 quarter units; and,

One year of experience in the position of Real Property Appraiser II; or,

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:

State Board of Equalization Appraisers Certificate or must obtain within one year of employment.

Valid California Drivers License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

Methods, practices and procedures used in industrial, agricultural, residential, and commercial 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, maps, and procedure manuals.

Ability to apply methods, practices and procedures used in the valuation of industrial, agricultural and residential properties

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

Ability to draw legible diagrams.

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 and at some locations.

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.