

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 11824
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

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

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

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Performs complex technical work associated with industrial, agricultural 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 diagraming 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 us; 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.

Interprets state and local laws related to real property appraisal.

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 from a computer terminal.

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
Aerial Photographs	Compass	Measuring Tape	Stereoscope
Map Scale Grids	Protractor		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Real Estate, Business Administration or related field; and,

Four to five years of progressively responsible experience, including one year of experience in the position of Real Property Appraiser III; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

State Board of Equalization Advanced Appraisal Certificate

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 industrial, agricultural, and residential property appraisal.

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 related to performance of the essential functions of the job.

Advanced math and geometry.

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

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

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.

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

Using a VDT 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, procedure manuals, and so forth.

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 analyze, interpret and verify information, including blue prints and building plans.

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.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is regularly required to ascend or descend ladders, stairs, ramps, and the like, using feet and legs or hands and arms and to maintain body equilibrium to prevent falling when walking or standing on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job the employee is regularly required to use texture and shape perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

When performing field work, the employee is exposed to outside atmospheric conditions and possible bodily injury from moving mechanical parts of equipment, tools, or machinery or from falling from high, exposed places.

The incumbent's working conditions are typically moderately quiet.

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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.