

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 12336
FLSA STATUS: N
DATE: 09/05

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs moderately difficult technical and clerical functions related to property appraisal, including: reviewing personal property accounts; performing clerical functions associated with gathering, analyzing and preparing property data.

DISTINGUISHING CHARACTERISTICS:

This position serves as an aide to the Real Property Appraisers. Unlike the Real Property Appraisers, the Aide does not appraise property; and does not confer with, or advise representatives of other departments concerning procedures and policies. The Aide is distinguished from the Staff Assistants in the Appraiser's Office by the technical, clerical assistance the Aide provides, including visiting property, diagramming site, gathering, analyzing and preparing data for appraisals.

SUPERVISION EXERCISED:

Real Property Appraisal Aide exercises no supervision, but may provide training to other staff.

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

Assists in performing moderately difficult clerical and technical work associated with gathering, analyzing and preparing data for use in determining property appraisals including: visiting property and noting significant features; assisting licensed appraisers by measuring and diagramming buildings or property and verifying parcel and structure data; assembling and reviewing records, maps, etc.; drawing plot plans; and recording sales data and property transfer information to initiate new records.

Assists in personal property appraisal process including: researching records to compile and prepare basic data for audits; performing on site reviews; applying tables to data to ascertain values; entering table and value information into the computer; and participating in related meetings and training.

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.

Reports administrative and/or operational problems to supervisor.

Performs specialized research on assigned subjects for staff and management.

Opens, stamps, sorts, and distributes incoming mail.

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

Creates and maintains complex and/or confidential files.

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
Protractor

Computer
Compass

Measuring Scales
Measuring Tape

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Two to three years of progressively responsible experience performing clerical and technical work such as maintaining records or fiscal data; 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:

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

Generally accepted appraisal 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.

Standard business arithmetic, including percentages and decimals.

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

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.

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 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 to 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 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.