



APPRAISER I

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Appraiser series. Incumbents will learn to prepare full, accurate, and complete appraisals of real property. After one year of experience and demonstrating expertise and obtaining a valid Appraiser's Certificate issued by the California State Board of Equalization, an incumbent is eligible to become an Appraiser II.

ESSENTIAL JOB DUTIES: Visits and interviews taxpayers, makes investigations, and analyzes data in determining the value of real property; inspects building improvements and changes to determine effect on value; inspects exterior and interior of buildings to determine classification according to standards and examples set forth in appraisal manual; examines and takes into consideration quality of materials, fixtures, equipment, and general construction; measures buildings and computes improved or total area; estimates replacement costs, obsolescences, construction costs, resale values and other pertinent factors; reviews sales data for acceptance/rejection; combines various elements affecting property value and exercises judgment in arriving at equitable and consistent appraisals for tax assessment purposes; records information on appraisal form; prepares scale drawings of the location of buildings and improvements in relation to property lines; sketches maps to assist in field locations; explains assessment procedures and determinations to taxpayers; prepares and presents written and oral reports; maintains files; other related duties as required. Appraiser III assists in training Appraiser I incumbents.

EMPLOYMENT STANDARDS

Knowledge of: Appraisal methods, procedures, and terminology pertinent to appraisal of real property; factors involved in the appraisal of various classes of real property; methods, procedures, and practices followed in real property assessment work; economics of value and price as they affect the cost of construction and improvements; interviewing techniques, appraisal mathematics; report preparation and presentation.

Ability to: Assemble and analyze statistical and narrative data; operate a personal computer and make mathematical calculations quickly and accurately; speak and write effectively; analyze situations accurately and take effective action; read and interpret laws and regulations, maps, and property descriptions, analyze appraisal data and make proper determinations of value; prepare technical reports and correspondence; present

cases in assessment appeal hearings; work cooperatively with coworkers and those contacted in the course of work. Must have ability to walk, stand, climb and descend stairs, while carrying up to 20 pounds; sit for prolonged periods of time using keyboard; ability to use telephone.

Education/Training/Experience:

A Bachelor's degree in business, finance, engineering, or similar technical or scientific field, OR a high school graduate with four years of relevant experience as specified in the California Code of Regulations, Title 18, Rule 283. Candidates for Appraiser I must be eligible to receive a temporary Appraiser's Certificate issued by the California State Board of Equalization.

Special requirements: Candidates for Appraiser I must be eligible to receive a temporary Appraiser's Certificate issued by the California State Board of Equalization. The temporary certificate must remain valid until a permanent certificate is obtained. An Appraiser I holding a temporary Appraiser's Certificate shall not perform appraiser duties for more than one year without obtaining a valid permanent Appraiser's Certificate. Must possess a valid operator's license issued by the State Department of Motor Vehicles.