



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

APPRAISER I, II, or III

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Assessor
LOCATION: Countywide
SALARY: **Appraiser I:** \$4533 \$4761 \$4997 \$5241 \$5508**
Appraiser II: \$4753 \$4994 \$5240 \$5506 \$5781**
Appraiser III: \$4981 \$5235 \$5490 \$5760 \$6050**
(The above monthly salaries are paid over 26 pay periods annually.)

**BENEFITS: CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 days per year.

DISTINGUISHING CHARACTERISTICS

Appraiser I: This is the entry level classification in the Appraiser series. Incumbents will learn to prepare full, accurate, and complete appraisals of real property.

Appraiser II: This is the journey level classification in the Appraiser series. Incumbents are expected to work independently in the assessment of real property.

Appraiser III: This is the advanced level classification in the Appraiser series.

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; operate a motor vehicle.

Education/Training/Experience:

Appraiser I: 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.

Appraiser II: Must meet requirements for Appraiser I, plus one year of experience as an appraiser in an Assessor's Office with a permanent Appraiser certificate; OR be a high school graduate or equivalent with four years of relevant experience in the last ten years as a Real Property Appraiser licensed by the California Department of Real Estate (must obtain a permanent California Appraiser's Certificate within one year of appointment as condition of continued employment).

Appraiser III: Must meet requirements for Appraiser I; PLUS three years of experience performing journey-level duties similar to those performed by an Appraiser II in the Inyo County Assessor's Office.

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. You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTY-WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.