

COUNTY OF SOLANO

CLASS SPECIFICATION

APPRAISER (SENIOR)

CLASS SUMMARY:

The Appraiser (Senior) class is a dual concept class characterized by the responsibility to apply the full scope of appraisal theory and methodology to prepare or oversee the preparation of full, accurate and complete appraisals of complex properties and lead a team of professional appraisal staff. Collects, analyzes, interprets, and reconciles information to perform and/or assist in the performance of complex appraisals of commercial, industrial, single-family and multi-residential, multi-use, and specialized real property located in the County; assists the Appraiser (Supervising) in providing instruction and leadership to a team of professional appraisal staff.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Appraiser (Supervising) responsibility to plan, organize and administer the work of the Real Property Division; and the
- Appraiser class which is the journey level class of the series and performs the full range of appraisal duties within a framework of established procedures.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Appraiser (Supervising).
- No supervision is exercised over others; however, employees in this class may perform lead duties to include reviewing accuracy of work and training subordinate level appraisal staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Utilizes accepted approaches and practice to value single-family residential, multi-residential, complex commercial, industrial, and multi-use real properties; collects, analyzes and interprets data for the appraisal process; determines property valuation using market, cost and/or income approach; maintains a comprehensive database of information.
- Prepares and conducts presentations of formal appraisal reports before the Board of Equalization.
- Performs lead worker duties such as:
 - answers questions on appraisal methods;
 - conducts the appraisals of complex properties;
 - provides correct interpretation and proper implementation of applicable codes and internal methodology;
 - provides on the job training, as assigned;
 - passes on instructions received from the supervisor and gets work started;
 - distributes work among staff and assists journey level appraisers with prioritizing or organizing work assignments;
 - monitors status of work being performed and keeps supervisor informed of work progress and likelihood of meeting timelines and required deadlines;

- reviews work of employees, informs supervisor of customer feedback, work quality, conduct problems, etc. and provides input on performance to supervisors;
 - responds to employee concerns or complaints regarding work duties, practices or procedures; and
 - ensures work is performed safely and efficiently.
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- Conducts field visits of new construction to gather information; determines size, quality and other characteristics of new improvements; analyzes blueprints; may discover un-reported new construction and initiates the assessment process.
 - Performs related administrative tasks; reviews codes, grant deeds and other documents to determine the extent of a reassessment; participates in and leads special projects; provides input and assistance in developing and implementing new and revised procedures.
 - Responds to inquiries concerning valuation disputes; receives and evaluates disputed appraisals with responsible appraiser and property owner or legal representative; negotiates with property owners to resolve contested valuations; may prepare formal appraisal reports and represent the Assessor's Office at appeal's hearings before the local Board of Equalization.
 - Employs automated information system to generate reports, maintain property files and assist in analyzing and determining property valuation.
 - Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university is required, preferably in Accounting, Business Administration, Public Administration, Economics.

Substitution of Experience for Education: Must have graduated from high school or has a General Educational Development (GED) diploma, and has four (4) years of relevant experience. "Relevant experience" means employment experience within the last ten years in any of the following occupations:

- (a) An accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; or
 - (b) A real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling leasing, or managing real estate; or
 - (c) An appraiser aide or appraiser trainee in an assessor's office or in the property taxes department of the Board of Equalization; or
 - (d) An employee, other than an appraiser, appraiser aide, or appraiser trainee, of an assessor's office or of the property taxes department of the Board of Equalization, except that such employment times shall be limited to qualifying for only 2/3 of the four-year experience requirement. The remaining 1/3 of time shall be accumulated by other relevant experience as described in (a), (b), and (c) above, or by education in an accredited institution of higher education.
- **Experience:** Three (3) years of work experience at entry-level or associate-level property appraisal or equivalent experience in real estate appraisal.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Permanent Appraiser Certification:** Employees are required to possess a permanent Appraiser Certificate and Advanced Appraiser for Property Tax Certificate according to the provisions of Revenue and Taxation Code Section 670 is required.
- **Driver's License:** Possession of a valid Class C California driver's license is required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles of leadership, on-the-job training, and work review.
- Principles and practices of real property appraisal for tax purposes.
- Applicable laws, court decisions, Revenue and Taxation Code and Board of Equalization regulations pertaining to real property appraisal.
- Building materials and construction techniques.
- Income/cost/market valuation approaches.
- Algebraic and geometric methods for determining size of property.
- Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data.
- Use of professional tables and reference manuals.
- Elements of formal appraisal reports and appeals hearing presentations.
- Map reading; drawing, reading and interpreting schematics and blueprints.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- Standard office procedures, practices and equipment, computers and software programs typically used in the position.
- Computerized data collection, retrieval and analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communication such as business

correspondence and narrative reports.

Skills and/or Ability to:

- Utilize basic office equipment, microfiche/film reader, architect/engineers scales, protractor/ruler, digital camera, and related equipment.
- Measure dimensions of buildings, structures, or areas.
- Drive a motor vehicle.
- Understand, interpret and explain laws, regulations and policies governing appraisal program operations; comply with laws, regulations and professional practices governing appraisal program services and operations;.
- Research regulations, procedures and/or technical reference materials.
- Apply appraisal theory and techniques to the performance of complex real property appraisals; research and analyze data and arrive at an appropriate property valuation.
- Perform mathematical computations.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Collect, analyze and correlate information to arrive at an impartial value for a specific property.
- Implement operational procedures; make decisions and independent judgments.
- Communicate effectively both verbally and in writing.
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Determine the appropriate course of action in emergency or stressful situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare narrative and statistical reports; maintain accurate records.
- Lead the work of others engaged in appraisal activity.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer,

read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.

- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work plus Outdoor work: While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Outdoor Work and Industrial Areas: Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.
- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations.



Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors: June 30, 2003

Date Approved by Civil Service Commission: March 14, 2007

Date(s) Revised: November 9, 2016

Date(s) Retitled and Previous Title(s) of the Class: