

COUNTY OF SOLANO
APPRAISER TECHNICIAN

Rev. 01/09

DEFINITION

Under supervision, assists appraisers in collecting, assembling, coding and recording data on property characteristics; applies fundamental appraisal principals and practices used in inspecting and evaluating real and personal property; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional classification that is characterized by the responsibility to assist appraisers in gathering appropriate property data and performing limited appraisal functions. Incumbents in this class receive formal and on the job training in the methods and techniques used in collecting, processing and analyzing data needed in the valuation of real and business property for assessment purposes. This class is distinguished from the Appraiser series by the latter's responsibility to analyze and make value judgements for tax assessment purposes.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Reviews, verifies and corrects information submitted by property owners concerning business, personal property and new low cost construction (i.e. swimming pools, patios, room additions), boats and non-commercial aircraft; computes related value indicators; computes replacement costs; prepares business property statements for processing.
2. Performs on-site inspection of properties to identify and record specific characteristics, such as the number of rooms, usable portion of lot, landscaping, quality of construction, neighborhood attributes, condition and type of equipment.
3. Assists appraisers in updating building records and making scale drawings, verifying room additions and the completion of construction.
4. Gathers information concerning property values (i.e. sales, cost, income data) from various sources including property owners, contractors, realtors, public records; assists appraisers in analyzing and preparing reports.
5. Responds to public inquiries in writing, in person and by telephone regarding appraisal procedures and current laws affecting the operations of the Department.

QUALIFICATION GUIDELINES

Education and/or Experience

Sixty semester units from an accredited college or university with major course work in economics, business administration, accounting or closely related field and one year of increasingly responsible experience in an Assessor/Recorders office or one year of experience in real estate appraisal, personal property appraisal, building contracting or inspection. Additional experience in an Assessor/Recorder's office may be substituted for the education on a year-for-year basis.

Knowledge/Skills/Abilities

Working knowledge of principles and practices of appraisal and appraisal terminology, standard building classification systems; State revenue and taxation laws governing the valuation of property for assessment purposes; the procedures, methods, instruments and records used to convey, transfer and record title of property; methods and records used in computer-based appraisal systems and basic data processing principles; and modern office procedures, systems and equipment.

Ability to analyze, interpret and apply laws, rules and regulations; discover and inventory a variety of real or personal properties; perform arithmetic calculations involving computation of square feet of surface area, linear feet and acreage; draw buildings on assessment records and calculate dimensions of various improvements; process data using computer systems; explain assessment methods and regulations to the public accurately and tactfully; and establish effective working relationships with individuals of various socio-economic levels and cultural backgrounds.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required.
Independent travel will be required.

Department Head

Date