

## APPRAISER I

### DEFINITION

Under general supervision, learns and applies the methods and procedures used in gathering and analyzing data for the appraisal of real property in assigned geographic area; assists with making field investigations, studies, and appraisals of residential, commercial, farm, vacant land and timber properties; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Appraiser series, responsible for performing the more routine tasks and duties assigned to the series. Assignments are generally limited in scope, and are performed within a procedural framework. This classification is distinguished from the Appraiser II in that the latter is the journey level of the series, with responsibility for independently performing the full range of appraisal duties within the assigned geographic area.

### REPORTS TO

Assistant Assessor

### CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

### EXAMPLES OF DUTIES

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

Learns to conduct investigations and analyze data in determining the value of residential, commercial, small commercial, agriculture, vacant land and timber properties for tax assessment purposes in assigned geographic area; assists with inspections and inspects building improvements and changes to determine the effect on property value; inspects exterior and interior of buildings to determine classifications according to standards and examples set forth in appraisal manuals; determines improvement classifications, researches improvement costs; calculates depreciation; develops an opinion of value by comparing with other properties in the subjects market area; maintains computer databases for each property including photographs, physical descriptions and characteristics; learns to analyze and determine the quality of materials, fixtures, equipment, and general

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construction in buildings; interviews contractors, developers, real estate agents and other members of the public for input on property valuation; measures buildings and computes both total area and improved areas; estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values; learns to utilize proper judgment in arriving at consistent, equitable appraisals for tax assessment purposes; records factual data and comments on appraisal forms; prepares scale drawings of the location of buildings and improvements in relation to property lines; sketches maps to assist with field locations; organizes and logs information; creates a building record; compiles comparable sales information; assists with the preparation of reports; maintains electronic records of appraisals; performs the more routine appraisal assignments as job experience is gained; and performs related duties as required.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

### **TYPICAL WORKING CONDITIONS**

Work is performed in both an office and outdoor environments; continuous contact with staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Basic principles of land economics.
- General knowledge of property appraisal principles.
- Operations, services and activities of an office setting.
- Real estate theory, practice and economics.
- Mathematical concepts.
- Construction methods and materials as it relates to assessing the value of properties.
- Property transaction related documents such as deeds, titles and property descriptions.
- Methods and techniques of preparing technical reports and documents.
- Office equipment including computers and assigned software.
- Methods and techniques of documenting the appraisal process.
- Applicable state and federal guidelines and regulations.

#### **Ability to:**

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- Learn and apply the techniques, methods, and principles of real property appraisal in assigned areas.
- Learn to appraise property types in assigned geographic area including residential, commercial, farm, vacant land and timber properties.
- Learn the specific processes and procedures of the County Assessors office.
- Learn the geographic economic demographics of assigned appraisal area.
- Measure properties, document through photographs and drawings, and prepare valuation recommendation.
- Remain current on rules and legislation impacting appraisal activities.
- Read and interpret maps, assessment blocks, property descriptions and legal codes.
- Assemble and analyze statistical and narrative information.
- Prepare and maintain appraisal records and reports.
- Make mathematical calculations quickly and accurately.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted during the course of the work.

### **Training and Experience:**

*Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### **Education**

Equivalent to a Bachelor's degree from an accredited college or university. OR

### **Experience**

High School graduate plus 4 years of relevant experience. Relevant experience means employment experience within the last 10 years in any of the following occupations:

- A. Accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor;
- B. Real estate licensee—licensed by the California Department of Real Estate, engaged in buying, selling, leasing or managing real estate;
- C. An appraiser aide or appraiser trainee in an assessor's office or in the property tax department or the Board. OR

**Combination of Education and Experience:** Any combination of four (4) years of relevant experience and of education in an accredited institution.

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**Retention of Appraiser Certificate:** Appraisers shall adhere to the annual training requirements set forth in Section 671 of the California Revenue and Taxation Code. Failure to obtain such training shall constitute grounds for revocation of the appraiser's certificate.

### Special Requirements

Possession of an appropriate, current, and valid California Driver's License issued by the State Department of Motor Vehicles.

Incumbents have one year from the date of appointment to this class to obtain a valid appraiser's certificate issued by the State Board of Equalization.