CLASS TITLE: APPRAISAL SUPERVISOR

BASIC FUNCTION:

Under the direction of the Assistant County Assessor, plan, direct, supervise and participate in appraisal activities for the County Assessor’s Office; utilize cost, market and income approaches to value property for revenue and taxation purposes; train, supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

Appraise complex or unique properties, utilizing cost, market and income approaches; visit properties and make comparables, measuring buildings, listing improvements and cost estimates.

Appraise complex or unique new construction utilizing the cost, market and income approaches; appraise industrial geothermal plants, mining properties and cable television companies in the County; perform cash flow analysis of enterprises for valuation purposes.

Represent Assessor at County Board of Equalization hearing, preparing, presenting and defending assessors case; represent Assessor in court when Assessor’s records are required in court and an interpretation or records is required.

Train, supervise and evaluate assigned staff; interview applicants and make recommendations concerning selection, discipline and other personnel matters; plan, assign and monitor workload of subordinate appraisers; provide technical review and guidance to staff concerning work performed.

Review work of subordinates to assure for completeness and accuracy; provide on-going training of staff members.

Drive to County sites to appraise a full range of properties including residential, commercial, agricultural and industrial.

Study legislation and regulations regarding assessment and appraisal of property; determine appraisal procedures; remain current concerning revenue and tax codes; review established procedures and techniques and recommend changes.

Assist taxpayers in filing various forms such as appeals, exemptions and refunds by telephone, correspondence or in person; advise and inform taxpayers of their rights and options concerning assessment appeals and exemptions; process calamity reports filed by taxpayer concerning property that has suffered a loss of value.

Determine taxability of property by reviewing and analyzing leases and contracts.

Assist Auditor-Appraisers in audits of taxpayer records and property; assist outside appraisal firms by providing non-confidential information regarding real property.

Consult with County Counsel on litigation matters relating to assessments.

Review applications for exclusions and determine whether or not taxpayers qualify as well as the October 1992
amount of exclusion for which they qualify.

Collect and analyze property sales information, and rental information on real and personal property.

Meet and confer with representatives of the State Board of Equalization to assist in their periodic review of County assessment procedures.

Prepare and maintain a variety of complex and detailed reports and records; operate a personal computer to enter data and generate reports; operate a variety of instruments to measure footage and acreage.

Seek out escape assessments through newspaper accounts, taxpayer reports and personal survey of area.

Determine equipment and materials needs.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Laws including the State constitution as it pertains to assessment and taxation, the Revenue and Taxation Code, State Board of Equalization rules and regulations as well as zoning and local ordinances.
Principles and practices of supervision and training.
Property appraisal methods including cost, market and income approaches.
Real estate market and finance.
Construction including the ability to analyze components of structures such as foundations, frames, sheeting, plumbing, electrical fixtures and roofing.
Technical terms concerning construction, real estate and finance.
Market data concerning real estate, such as supply and demand, interest rates and financing.
Record-keeping techniques.
Basic computer operation.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

**ABILITY TO:**
Plan, direct, schedule, supervise and participate in appraisal activities for the County Assessor's Office.
Train, supervise and evaluate assigned staff.
Draw area maps and detailed plots of property showing size and location of improvements.
Read blueprints to determine size and plans of property.
Analyze data concerning real estate appraisal values and make decisions as to the value of said property.
Conduct field inspections of subject property considering cost components, age, location and size.
Plan and organize work.
Meet schedules and time lines.

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Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Maintain records.
Communicate effectively both orally and in writing.
Work independently with little direction.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: consistent with requirements to possess a permanent Appraiser Certificate as required by Article 7, Section 670(a) and Rule 283 of the Revenue and Taxation Code and one year of appraisal experience at the level of an Appraiser III.

LICENSES AND OTHER REQUIREMENTS:

Permanent Appraiser Certificate issued by the State Board of Equalization; valid California Driver’s License.

WORKING CONDITIONS:

Office and field environment; subject to driving a vehicle to conduct work; subject to working around construction sites.

Physical abilities required include speaking and hearing to exchange information, seeing to assess property condition, standing or walking for extended periods of time over rough uneven surfaces, climbing stairs and loose construction materials.

Incumbents may be exposed to dust, pollen, extreme weather conditions, loose or guard dogs, angry or abusive individuals, and construction site hazards.