

**SIERRA COUNTY
JOB CLASSIFICATION**

Class Title: **APPRAISER 1**
Class Code: **CLASS 16, TOPOGRAPHY A**
Status:

DEFINITION

Under general supervision, secures and analyzes data for the appraisal of real property for ad valorem tax purposes; conducts standard field investigations, studies, and appraisals of residential, commercial, rural, mineral and timber properties; provides information and assistance to the public; and does other appropriate work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the beginning level of the professional class for the valuation of property. Employees at this level work under the supervision of the Senior Property Appraiser and/or the Assessor while being trained, and gradually work more independently as knowledge and skills are developed. This level will be assigned more of the routine appraisal work. Employees travel to property sites to review sales and new construction; and enter, process, and retrieve data from the County's data processing system and the office's personal computer system. Work is reviewed for technical adequacy and conformance to standards and procedures.

REPORTS TO

Senior Property Appraiser and/or Assessor.

CLASSIFICATIONS SUPERVISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conducts studies and analyzes data in the appraisal of real property;
Performs on-site evaluation of residential, commercial, farm and timber properties;
Gathers information and plots land and improvements;
Collects, analyzes, and tabulates data of sales, rentals, and costs of real and other property;
Makes and verifies computations involved in cost estimating and appraising;
Makes value judgments as to current market value and documents basis for judgment;
Writes memos and correspondence, and produces a variety of fiscal or statistical statements of reports;
Utilizes appropriate State laws and government codes and policies to determine values;
Explains the determination of values and office policies to the public and other staff;
Does other appropriate work as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and hand-eye coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and in the outdoors in all weather; travel by car to property sites and to training or meetings; continuous contact with public and other staff.

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following:

- Bachelors degree, or 12 points
Bachelors degree in related field, or 14 points
- Graduate degree, or 16 points
Graduate degree in related field, or 18 points
- Substantial work in college courses 8 points maximum
- Substantial relevant work experience with progressive advancement 20 points maximum
- Relevant supervisory responsibility and experience 10 points maximum

- Professional certification 10 points maximum
- Continuing education 5 points

In addition, the successful candidate should possess the following knowledge and special skills:

4 points maximum

- Knowledge of:
 - Basic mathematical concepts;
 - Basic principles of land economics;General knowledge of the principles of property appraisal.
- Special skills:
 - Computer applications related to work
 - Additional education, training, or specialized courses
 - Public relations or supervision experience
 - Achievements or awards related to work

Minimum points needed for employment:

14 points

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job-related knowledge and skills.

- Ability to:
 - Read and interpret maps and property descriptions;
 - Assemble and analyze data and make arithmetical calculations;
 - Learn and apply the principles and techniques of property appraisal;
 - Read and interpret blueprints, sketches, maps and property descriptions;
 - Keep accurate and detailed records;
 - Meet the public with tact and courtesy;
 - Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be a college degree in a related field and one year of related work experience.

SPECIAL REQUIREMENTS

- Possession of a valid California driver's license at time of application and maintained throughout employment is a requirement for hiring.
- State temporary certification as an Appraiser for property tax purposes must be obtained and maintained as a requirement for continued employment. State permanent certification as an Appraiser must be obtained within one year and maintained as a requirement for continued employment.

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS: Appraiser I, II, III, IV, Senior Property Appraiser, Assistant Assessor/Appraiser

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

B=Seldom (On a quarterly to yearly basis)

C=Occasionally (On a monthly/bi-monthly basis)

D=Frequently (On a weekly basis)

E=Daily (From 0-1 hours per day)

F=Daily (From 1-4 hours per day)

G=Daily (From 4-8+ hours per day)

ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.					X		
2	STOOPING	Bending body downward and forward by bending spine at waist.					X		
3	KNEELING	Bending legs at knee to come to rest on a knee or knees.					X		
4	CROUCH	Bending the body downward and forward by bending leg and spine.					X		
5	CRAWLING	Moving about on hands and knees or hands and feet.		X					
6	REACHING	Extending hand(s) and arm(s) in any direction.						X	
7	STANDING	Standing for long periods of time.						X	
8	WALKING	Moving about on foot.						X	
9	SITTING	Sits for extended periods of time.							X
10	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.					X		
11	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.					X		
12	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.						X	
13	GRASPING	Applying pressure to an object with the fingers and palm.						X	
14	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin				X			
15	TALKING	Expressing or exchanging ideas by means of the spoken word.						X	
16	HEARING	Receive detailed information through oral communication.							X
17	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).						X	

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS: Appraiser I, II, III, IV, Senior Property Appraiser, Assistant Assessor/Appraiser Positions

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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 B=Seldom (On a quarterly to yearly basis)
 C=Occasionally (On a monthly/bi-monthly basis)
 D=Frequently (On a weekly basis)

E=Daily (From 0-1 hours per day)
 F=Daily (From 1-4 hours per day)
 G=Daily (From 4-8+ hours per day)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1	Work performed requires the ability to see distances under 12 inches.					X		
2	Work performed requires the ability to see at an arm's length.					X		
3	Work performed requires the ability to see distances over 20 feet.						X	
4	Work performed requires the use of both eyes (field of vision).						X	
5	Work performed requires the ability to distinguish basic colors.						X	
6	Work performed requires the ability to distinguish shades of color.							X
7	Work performed requires depth perception.							X

OTHER FUNCTIONAL REQUIREMENTS:

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1	Operates truck, tractor motor vehicle, forklift or other moving equipment.						X	
2	Repetitive use of foot control. right only						X	
	left only					X		
	both					X		
3	Repetitive use of hands. right only						X	
	left only						X	
	both						X	

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS: Appraiser I, II, III, IV, Senior Property Appraiser, Assistant Assessor/Appraiser Positions

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1	Works outside in various types of weather.						X	
2	Works inside.						X	
3	Works in extreme cold, below 32 degrees F, for more than 1 hour.					X		
4	Works in extreme heat, above 100 degrees F, for more than 1 hour.					X		
5	Worker is subject to vibration (oscillating movements of the extremities or whole body).			X				
6	Works in excessive humidity.			X				
7	Works in a dry atmosphere.						X	
8	Works in environment with constant noise (to cause worker to shout to be heard).	X						
9	Exposed to dust.			X				
10	Exposed to silica.			X				
11	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12	Exposed to grease and oils (air and/or skin exposure).	X						
13	Exposed to electrical energy.	X						
14	Exposed to pesticides.		X					
15	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	X						
16	Works on slippery or uneven surfaces.				X			
17	Works around machinery with moving parts or stationary equipment.		X					
18	Works around moving objects or vehicles.						X	
19	Works on ladders or scaffolding.	X						
20	Works below ground.		X					
21	Works with hands in water.	X						
22	Works in confined spaces.		X					
23	Other - Specify	X						

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION: Appraiser I, II, III, IV, Senior Property Appraiser, Assistant Assessor/Appraiser Positions

ACTIVITY		WEIGHT/HOURS PER DAY						# hours per day
		Up to10 lbs.	11-25 lbs.	26-50lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	
1	LIFTING		X					1
2	CARRYING		X					4
3	PUSHING		X					1
4	PULLING		X					1
5	REACHING		X					1
6	OTHER (Specify)		X					1