

## **APPRAISAL ASSISTANT**

### **Definition:**

Under direct supervision, to assist professional appraisal personnel in discovering, collecting and processing property description and valuation data for tax appraisal purposes.

### **Distinguishing Characteristics**

Incumbents in this classification are assigned duties in support of professional appraisal personnel, typically performing routine and standardized technical functions in office and field settings. Positions in this class are distinguished from positions in the Appraiser series by duties which require less independent judgment and closely follow established procedures and policies. This class is distinguished from the specialized clerical classes by the performance of duties which directly support the appraisal function.

### **Essential Functions:**

- Collects structural classification data in the field;
- Draws plot and floor plans in standard formats;
- Determines the location of properties and businesses;
- Estimates the status of construction in progress;
- Reads and assigns appropriate codes for accurate enrollment of property tax information;
- Assists appraisers in creating and maintaining valuation files;
- Inspects properties to determine condition and other factors influencing value;
- Surveys property owners and tenants to discover current rent structures;
- Interviews sources of building cost information to update cost factors;
- Canvasses areas for personal and real property escaping assessment;
- Contacts taxpayers who fail to complete or return questionnaires to gain compliance;
- Operates a computer terminal and/or micro-computer using various software systems
- Processes information from property owner statements; enters information into databases for analysis by appraisers

**Dependent upon assignment, Appraisal Assistants may be required to do the following:**

- Read legal descriptions in conjunction with Assessor's maps to determine assessor parcel numbers;
- Determine assessability of title transfers.
- Performs other job-related duties as required.

**Employment Standards:**

An Associate Degree from an accredited college.

OR

Completion of sixty (60) semester or (90) quarter units of college level work.

OR

Two (2) years of experience as a licensed California Real Estate Appraiser, Broker, or Salesperson.

Possession of a valid California Class C Drivers License at time of appointment is required.

**Ability to:** learn and apply specific regulations, policies and techniques in gathering and processing data to be used for property tax assessment; perform basic mathematical calculations; interpret and apply both written and oral instructions; communicate effectively with others; establish and maintain good working relationships with superiors, co-workers and the general public; prepare reports; prepare records neatly, accurately and rapidly; analyze a variety of detailed information and formulate appropriate judgments; and make accurate comparisons and computations.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

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