



THE COUNTY OF SUTTER

Invites Applications for

FINAL FILING DATE:

March 2, 2018

APPRAISER II

\$23.58 - \$29.19/Hourly*

(*Salary effective 3/3/18)

THE POSITION: There is currently one vacancy on a 9/80 work schedule that will be filled at either the Appraiser I, II or III level depending upon qualifications. *To be considered, applicants must apply for each level they feel they are qualified for. The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.*

Under general direction, secures and analyzes data for the appraisal of real property for ad valorem tax purposes; makes field investigations, studies and appraisals of residential, commercial, agricultural, industrial and special use properties; explains appraisal methods, laws and procedures to the general public; defends challenged appraisals before the Board of Equalization when necessary; and perform related work as required.

JOB DUTIES: Conducts investigations, gathers and analyzes data in determining the value of residential, commercial, agricultural, industrial and special use properties for tax assessment purposes; inspects building improvements/changes to determine the effect on property value; inspects exterior and interior of buildings to determine classification according to standards and examples set forth in appraisal manuals; examines and analyzes the quality of materials, fixtures, equipment and general construction in buildings improvements, and takes such factors into consideration in determining appraised values; measures buildings, makes sketches, and computes improved or total areas; records factual information and comments on appraisal forms; obtains information in interviews with owners, contractors, real estate agents, and others; collects and analyzes sales and income data and exercises judgment in arriving at fair market value appraisals for tax assessment purposes; estimates replacement costs, construction costs, resale values and other pertinent factors affecting property values. Reviews and interprets blueprints, floor plans, maps, aerial photographs, etc.; performs roll corrections on properties incorrectly assessed; allocates values for splits and segregation to all rolls affected; calculated factored base year values; prepares analysis and defends challenged assessments before the Board of Equalization; prepares and/or generates various correspondence and documentation; reviews various documentation and processes, forwards, or takes other action as appropriate; responds to requests for information or assistance; explains assessment procedures, determinations, methods and laws to the general public; performs manual record keeping of files; provides information, takes messages and/or directs inquiries as appropriate; arranges and stores sales information; gathers property characteristics for files.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Factors, techniques, methods, and principles involved in the appraisal of real property; methods of determining property value; laws and regulations affecting the appraisal of real property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook; organization, procedures and responsibilities of the County Assessor's Office; standard office equipment; and basic computer applications and techniques.

Ability to: Assemble and analyze statistical and narrative data; apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real property; read and interpret maps, assessment books, property descriptions and legal codes; prepare analytical reports; speak and write effectively; deal effectively and courteously with individuals who seek information or who question assessment practices and results; establish and maintain cooperative working relationships with others; make mathematical calculations quickly and accurately; compute ratios and percentages; calculate areas; operate standard office equipment; operate a motor vehicle; and utilize various computer software programs relevant to the position.

Education and Experience: Equivalent to the completion of core course work from an accredited college or university with one year of experience in performing property appraisal work equivalent to that of an Appraiser I in the Sutter County Assessor's Office, or at least two years of full-time experience as a real property appraiser (experience in real estate sales or transfers is not qualifying); or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; ability to see; ability to hear and communicate orally; ability to perform on-site field appraisals including exertion of a moderate amount of physical effort; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, filing, use of calculators or use of other office equipment or supplies; sufficient strength and coordination for lifting, pushing, pulling, and/or carrying the weight of computer equipment; ability to operate a motor vehicle.

License: Possession of a valid certificate as an appraiser issued by the California State Board of Equalization; or, ability to obtain a temporary certificate issued by the California State Board of Equalization (in which case the person so hired must immediately obtain a temporary certificate and must obtain a permanent certificate within one year of the hiring date). Must possess and maintain an appropriate valid California Driver's license.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

PERS <u>Miscellaneous</u> Retirement (NON-Safety)			PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers)		
Tier 1 Classic	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE	Up to 11-15-2011
Tier 2 Classic	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE	11-16-11 to 12-31-2012
Tier 3 New	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE	1-1-13 (PEPRA)
Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Notice: In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.