

## APPRAISER AIDE

### DEFINITION

Under immediate supervision, performs a variety of specialized clerical and technical work in support of Appraiser professional staff; performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Appraiser Aide class is a bridge classification into the professional Appraisal field. Incumbents provide assistance in the appraisal of property.

### REPORTS TO

Chief Appraiser or designee.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Provides assistance to appraisal staff in the performance of a variety of routine tasks involved in the appraisal of real or personal property. Assembles records, forms, and completes preparation work for review by other appraisal staff. Participates in field inspections of land, structures, and improvements, such as decks, awnings, sheds, and garages; may assist appraisers in the inspection of larger, more complex properties. Under direction, gathers a variety of data necessary to describe property to be appraised; obtains information regarding costs. Sorts and files building permits; and performs a variety of other clerical tasks in support of appraisers. Accounts for new construction and transfer/reappraisal logs. Prepares forms or corrects documents to reflect verified information and forwards for further processing. Responds to verbal and written inquiries and provides information regarding appraisal procedures and related matters; prepares routine correspondence and coordinates with other agencies. Assists in the completion of appraisal records, performing and verifying calculations according to established procedure. Responsible for all real property valuation input into the data processing system.

## TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain for extended periods; 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.

## TYPICAL WORKING CONDITIONS

Work is performed in an office environment; frequent contact with staff and the public.

## DESIRABLE QUALIFICATIONS

### Knowledge of:

- Function and general operation of a County Assessor's office
- Basic mathematics, including ratios, fractions, and percentages.
- General terminology and concepts of appraisal methods
- Revenue and Taxation Administrative Rules

### Ability and willingness to:

- Learn assessment practices and procedures relating to clerical activities
- Ability to conduct routine research, collect, assemble, process, and record data related to property values.
- Learn to assemble and analyze statistical and narrative information.
- Prepare and maintain records and reports.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Understand and carry out oral and written directions.
- Operate various equipment such as typewriter and computer.
- Maintain effective communications and good relations with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities necessary for satisfactory job performance.

### Special Requirements:

- Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Revised 7/99

Salary Range 49