

DUTY STATEMENT

CURRENT
 PROPOSED

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|---|---|---|---|
| SCHEDULE TO BE WORKED/WORKING HOURS Monday - Friday / 8:00 am - 5:00 pm | | EFFECTIVE DATE | |
| CIVIL SERVICE CLASSIFICATION Associate Property Auditor Appraiser | | WORKING TITLE Property Auditor Appraiser | |
| DEPARTMENT/DIVISION/DISTRICT/UNIT BOE/State-Assessed Properties/Unitary Valuation & Auditing | | SPECIFIC LOCATION ASSIGNED TO Sacramento, CA | |
| SEERA DESIGNATION Rank and File | BARGAINING UNIT 01 | WORK WEEK GROUP 2 | CERTIFICATES REQUIRED BOE Appraiser Certificate |
| FINGERPRINTS/BACKGROUND CHECK REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | SUPERVISION EXERCISED May act in a lead capacity | |
| INCUMBENT | | POSITION NUMBER (Agency-Unit-Class-Serial) 290-312-5448-053 | |

The mission of the State Board of Equalization is to serve the public through fair, effective, and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Supervising Property Appraiser (SPA), the Associate Property Auditor Appraiser (APAA) audits the records of state assessees to ensure compliance with reporting instructions, prepares unitary value indicators and value recommendations to be submitted to the State Board of Equalization (BOE) and performs a variety of financial analyses and studies relating to the valuation and assessment of state-assessed property.

May be required to travel throughout the state up to ten percent (10%) of the time by automobile and airplane.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

| PERCENTAGE OF TIME SPENT: | DUTIES: |
|---------------------------|--|
| 55% | ESSENTIAL JOB FUNCTIONS Independently performs financial and fixed-asset audits of the more difficult and complex properties owned or used by the state assessees; performs, as a team member, portions of financial and fixed-asset audits of the most complex public utility, railroad, pipeline, and private railroad car companies. |
| 25% | Independently appraises the more complex properties of one or more industry groups such as Energy, Transportation, Local Telephone, Wireless, etc.; processes detailed financial data into appropriate value indicators and correlates the value indicators into a value recommendation to be submitted to the Board; assists in the appraisal of the most complex state-assessed properties. |
| 15% | Researches and prepares written and verbal reports on special topics affecting valuations in utility appraisal work, such as obsolescence, service lies, possessory interests, court interpretations, legislation, etc.; appears as an expert witness at Board hearings and court proceedings regarding state-assessed property; confers with state assessees both verbally and in writing regarding unitary valuations. |
| 5% | MARGINAL JOB FUNCTIONS Performs other job-related duties, as required. |

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

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Physical Abilities:

- Remain in a stationary position, consistent with office work, for extended periods of time.

290-312-5448-053

Additional Requirements/Expectations:

- Travel throughout the state up to ten percent (10%) of the time by automobile and airplane.
- Maintain a BOE Appraiser Certification.
- Possess a valid California Driver's License.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

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|---------------------|----------------------|------|
| PRINT EMPLOYEE NAME | EMPLOYEE'S SIGNATURE | DATE |
|---------------------|----------------------|------|

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

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|-----------------------|------------------------|------|
| PRINT SUPERVISOR NAME | SUPERVISOR'S SIGNATURE | DATE |
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| HRD Approval Date: 06/07/2023 | C&P Analyst Initials: MW |
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