

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS Monday - Friday		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Assistant Property Auditor Appraiser		WORKING TITLE Property Auditor Appraiser	
DEPARTMENT/DIVISION/DISTRICT/UNIT Property Tax Department / State-Assessed Properties Division		SPECIFIC LOCATION ASSIGNED TO Sacramento	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 02	CERTIFICATES REQUIRED Property Tax Appraiser
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 None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-312-5441-015	

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 direct supervision of a Supervising Property Appraiser (SPA), the Assistant Property Auditor Appraiser (AsPAA) in the Unitary Valuation and Auditing Section assists with audits and 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); assists on a variety of financial analyses and studies relating to the valuation and assessment of state-assessed property.

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

PERCENTAGE OF TIME SPENT:	DUTIES:
55%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Under minimum supervision, performs the least difficult audits of accounting books and records of fixed assets of state assessees. Conducts financial and fixed-asset audits of moderately complex properties owned or used by state assessees under the guidance and leadership of the Senior Specialist Property Auditor Appraiser (SSPAA). As a team member, assists on the more complex audits of financial records and fixed assets of state assessees.</p>
30%	<p>Conducts the least-to-moderately complex appraisals related to companies' financial information 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 more complex state-assessed properties.</p>
10%	<p>Assists in the research and preparation of written and verbal reports on special topics affecting valuations in utility appraisal work, such as obsolescence, service lives, possessory interests, court interpretations, legislation, etc. May appear at Board hearings regarding unitary valuations. Assists with developing and updating department desk procedures and internal policies. Prepares written communications of BOE policy or department advisory opinion in several formats.</p>
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>Perform other job-related duties as needed.</p>

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

Work Environment:

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290-312-5441-015

Physical Abilities:

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Additional Requirements/Expectations:

- Maintain a valid California Driver License.
- Attain a BOE appraiser certification within one year after qualifying for the certification examination.
- Travel throughout the state up to ten percent (10%) of the time by automobile and airplane.

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.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRD Approval Date: 09/16/2024

C&P Analyst Initials: MW