



California State
Board *of* Equalization



Find Your Career at BOE!

ASSISTANT PROPERTY APPRAISER

\$5,211 - \$6,526 Monthly Salary

QUALIFICATIONS

Either I

One year of experience in California state service performing property appraisal duties of a class equivalent to Junior Property Appraiser. (Applicants who are within six months of meeting this requirement will be admitted to the examination, but must satisfactorily meet this requirement before they can be considered eligible for appointment.)

Or II

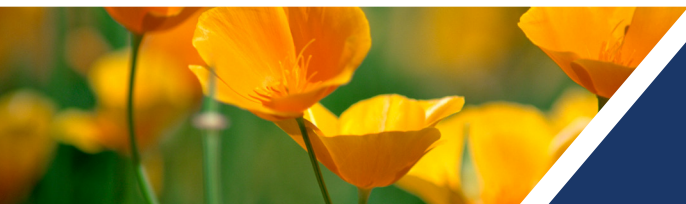
Experience: Either

1. Two years of experience performing real property appraisal duties in an assessor's office; or
2. Three years of experience appraising real property. (Experience in real estate sales or transfers is not considered as qualifying experience under this requirement.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience or experience in real property management, mortgage lending, title work, structural cost estimating, or real estate practice may be substituted for the required education on a year-for-year basis.)

(Experience in California state service applied toward Pattern II must include one year of experience performing the duties of a class at a level of responsibility equivalent to Junior Property Appraiser.)



Typical Responsibilities

The Assistant Property Appraiser provides great potential for personal development and career advancement. Under direct supervision, incumbents collaboratively conduct the less complex appraisals and field audits of all types of real property. Work as a member of a survey team, traveling throughout California, to assist with a wide range of property tax appraisal assignments as well as challenging property tax research projects. You will have support from your team members and supervisor. Incumbent must have knowledge of factors involved in the appraisal of real property and of the principles underlying the appraisal process; real property law; provisions of the State Constitution and the Revenue and Taxation Code pertaining to the assessment of property for tax purposes; purposes, organization, and procedures of local assessors' offices; real property appraisal for tax assessment purposes; common methods of describing real property.

The successful candidate will be part of a survey audit team with oversight of all 58 County Assessors' offices. Your experience may include the following:

- ▶ Travel throughout California up to 50 percent of the time.
- ▶ Participate in meetings with County Assessors and staff.
- ▶ Audit Assessor's records and report findings via written reports.
- ▶ Make recommendations for tax law compliance.
- ▶ Work as a team or independently.

- ▶ **SALARY:** \$5,211 - \$6,526 Monthly Salary
- ▶ **BENEFITS:** Health, Dental, Vision, Full Retirement Package, 401(k)/457 Plans, and On-the-Job Training
- ▶ **WORK LIFE BALANCE:** Flexible Work Schedules, Sick Leave, Paid Vacation, and Telework Opportunities

HOW TO APPLY...

To get started, please visit calcareers.ca.gov to search for BOE jobs that interest you. Once you find the position you want, you must complete a self-assessment for that classification.

Apply now in three easy steps!

1. Search for a job:

- a. Select the “Advanced Job Search” option, then search by “Department” for Board of Equalization positions. Then select “Search Jobs.”

2. Take the exam or self-assessment. This allows us to learn more about your education, experience, abilities, and knowledge.

- a. Click on the “Exam/Assessment Search” option, then search by “Department” for Board of Equalization’s exams/assessments. Then select “Search.”
- b. If you are qualified, begin the assessment by selecting “View Exam Posting” for the classification that most interests you. Once you pass the exam, you can start applying!

3. Apply!

- a. You only need to complete one job application within your CalCareers profile. You can use the same information to apply for multiple positions, or you can create two or three applications, tailoring them to different jobs. You can also upload and save other attachments, if needed, such as resumes and writing samples.
- b. If you qualify, we will call you in for an interview.



Contact us today at recruitment@boe.ca.gov or visit our careers webpage at www.boe.ca.gov/careers/.

