California State
Board *of* Equalization

Find Your Career at BOE!

ASSISTANT PROPERTY AUDITOR APPRAISER

$5,528 - $7,269 Monthly Salary

QUALIFICATIONS

Either I

One year of experience in California state service performing property appraisal or auditing duties of a class equivalent to a Tax Auditor. (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. One year of experience in an assessor's office auditing and appraising personal property and fixtures of commercial or industrial firms or utilities; **or**
2. Two years of experience auditing records of commercial or industrial firms or utilities.

AND

Education: Equivalent to graduation from college.

Or

a. A prescribed professional accounting curriculum given by a residence or correspondence school or accounting, including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or

b. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and intermediate or advanced accounting, auditing, and cost accounting, and three semester units of business law.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis. Substitution is not permitted for the specific college course work required under b above.)

Typical Responsibilities

The Assistant Property Auditor Appraiser provides great potential for personal development and career advancement. Incumbents collaboratively conduct the less complex audits and/or field investigations of small and medium-sized industrial and commercial properties. Incumbents will be a member of a survey team, traveling throughout California to assist with a wide range of audit assignments, and challenging property tax research projects. You will have support from your team members and supervisor. The incumbent will also gain knowledge of general appraisal methods, procedures, and terminology; and real property law and common methods of describing property; knowledge of specialized practices and procedures used in property appraisals; provisions of Property Tax laws administered by the State Board of Equalization; purposes, organization, and procedures of assessors' offices; departmental policies, rules, and regulations; and organization of the State Board of Equalization, particularly the Property Tax Program.

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.

- **MONTHLY SALARY:** $5,528 - $7,269
- **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/*.

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