



ASSESSOR-RECORDER-COUNTY CLERK

(Amended June 24, 2015)

COMPENSATION PACKAGE

San Joaquin County's compensation package includes:

Annual Base Salary	\$166,899
Cafeteria Allowance	\$ 24,023
Annual 5% County Contribution to Deferred Compensation	\$ 8,345
Car Allowance	\$ 7,020
Annual Total Compensation:	<u>\$206,287</u>

In addition to base salary, the County offers:

- ♦ \$24,023 annual allowance which may be used to purchase medical, dental, and vision coverage (unused monies may be taken as taxable income).
- ♦ A 5% employer contribution to the County's 457 Deferred Compensation Plan
- ♦ \$585 Monthly Car Allowance

Additional Benefits:

- ♦ 1937 Act retirement plan with reciprocity with CALPERS (*optional participation*)

The Position

The Assessor-Recorder-County Clerk is an elected position. Due to the retirement of the current Assessor-Recorder-County Clerk prior to the completion of his term of office, San Joaquin County is posting the position to accept applications for appointment to this position. The most qualified applicants will be interviewed by the Board of Supervisors. This recruitment is a public process and the names and applicant information may be subject to release to the public.

The end of the term will be January 1, 2019.

Note: To be considered for this position after the end of the term of office, candidates will need to run in the elections to be held in June 2018.

The Department



The County Assessor is a mandated function responsible for producing annual property assessment rolls, the basis of property tax revenue. The Assessor discovers, values, and enrolls all taxable property in San Joaquin County. The Office also investigates and values all new construction, determines status under the Revenue & Taxation Code and reappraises all properties with a change in ownership, administers various tax exemption programs, and maintains countywide ownership data and property maps. The Assessor is an elected department head with a 4-year term of office.

Required Qualifications: A valid Appraiser's Certificate issued by the California State Board of Equalization is required in accordance with Government Code 24002.5. A temporary Appraiser's Certificate may be obtained no later than 30 days from day of appointment. For more information regarding the certificate, please visit the Board of Equalization website at:

<http://www.boe.ca.gov/proptaxes/castraining.htm>

Pursuant to Government Code section 24001, the successful candidate must be a registered San Joaquin County voter at the time the appointment becomes effective. (Added to announcement June 24, 2015)

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APPLICATION SUBMITTAL AND SELECTION PROCEDURES

The application process includes submittal of completed San Joaquin County Employment Application and a resume. Resumes will not be accepted in lieu of the required County application form. The completed application package must be submitted to the Human Resources Division by 5:00 pm July 10, 2015. For convenience, applications may be completed and submitted on-line at www.sjgov.org/hr. Application materials also may be obtained from and submitted to:

San Joaquin County Human Resources
44 N San Joaquin, Suite 330
Stockton, CA 95202
Tel: 209.468.3370

Or apply on-line at: www.sjgov.org/hr

All application materials will be reviewed and qualified applicants will be invited to participate in a selection interview with the San Joaquin County Board of Supervisors in a public session scheduled for August 4, 2015. This recruitment is a public process and the names and applicant information may be subject to release to the public. Prior to appearance before the Board of Supervisors, candidates will be asked to complete a background investigation.

SUPPLEMENTAL APPLICATION

This supplemental application is considered an extension of your employment application and will be reviewed to help assess your qualifications. Include in your responses the employer, dates of employment, and the specific job duties. Please respond to the questions on a separate sheet and submit along with your completed employment application.

1. A valid Appraiser's Certificate issued by the California State Board of Equalization is required in accordance with Government Code 24002.5. Do you possess this certificate?

Yes ☐ No ☐

2. Do you possess a bachelor's degree from an accredited college or university?

Yes ☐ No ☐

If you answered yes, please provide the following information:

Major: _____

College/University: _____

3. If you do not possess a bachelor's degree from an accredited college/university, have you completed coursework at an accredited college or university?

Yes ☐ No ☐

If you answered yes, please provide the following information:

Semester/Quarter Units Completed: _____

College/University Attended: _____

4. Do you have experience as an appraiser, appraiser aide and/or appraiser trainee of a County Assessor's office?

Yes ☐ No ☐

If yes, please provide employer, dates of employment, and your specific duties.