

SAN JOAQUIN COUNTY

Principal Appraiser

Departmental Promotional Recruitment
Assessor-Recorder-County Clerks Office

THE POSITION

The Principal Appraiser assists in administration and evaluation of comprehensive real property appraisal programs in the office of the County Assessor.

This is the first management level class in the Appraiser series. An incumbent of this class directs and oversees the work of supervisory, professional and technical staff in the Valuation Division. The incumbent plans and directs real property appraisals and evaluations, including audits and establishes procedures to maintain program quality.

Candidates must be currently employed with the San Joaquin County Assessor-Recorder-County Clerks Office and meet promotional requirements to qualify

THE DEPARTMENT

The County Assessor-Recorder-County Clerk's Office is a mandated function responsible for producing annual property assessment rolls, the basis of property tax revenue. The Assessor-Recorder-County Clerk's Office discovers, values, and enrolls all taxable property in San Joaquin County.

The Assessor-Recorder-County Clerk's 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 and serves as custodian of public records, recorder of real property documents, and notary public bonds. The office also issues and registers marriage licenses, vital statistics and other public documents.



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370



Recruitment Announcement
1118-RB4306-01

San Joaquin County is an Equal Opportunity Employer



Principal Appraiser

Departmental Promotional Recruitment Assessor-Recorder-County Clerk's Office

Recruitment Announcement 1118-RB4306-01

COMPENSATION PACKAGE

San Joaquin County offers a competitive compensation package.

Annual Base Salary
\$99,507-\$120,973

Additional Benefits:

- ◆ 10% supplement for purchase of health benefits (valued from \$9,950 to \$12,097 annually).*
- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$995 to \$1,210 annually).
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 holidays per year
- ◆ 10 days administrative leave per year

*Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the confidential unit pay in lieu of retaining their cafeteria allowance.

San Joaquin County is an Equal Opportunity Employer

MINIMUM QUALIFICATIONS

EITHER PATTERN I

Experience: Two years as an Appraiser IV, Auditor-Appraiser IV, or Senior Appraiser in San Joaquin County service.

OR PATTERN II

Education: Graduation from an accredited four-year college or university with a major in business administration, mathematics, economics, accounting, engineering, or related field.

Experience: Six years (within the last ten years) as a real property appraiser or auditor-appraiser in a California County Assessor's office, including two years of supervisory experience at a level equivalent to Appraiser IV or Auditor-Appraiser IV in San Joaquin County.

AND FOR BOTH PATTERNS

License: Possession of a valid California driver's license.

Special Requirement: Successful completion of: 1) an advanced income course offered by either the State Board of Equalization or the American Institute of Real Estate Appraisers; and 2) one additional advanced State Board of Equalization or equivalent appraisal course.

APPLICATION AND SELECTION

Completed application package must include supplemental application.

Final Filing Date: November 21, 2018

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources
Attn: Kurt Shigematsu
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

OR

online at www.sjgov.org/hr

All application materials will be reviewed and must demonstrate that you possess the knowledge, skills and abilities required for the position. All qualified applicants will be invited to an oral exam, a structured exam which typically includes a practical exercise. For selection procedures and a complete job description, please visit: www.sjgov.org/hr.



Principal Appraiser

Departmental Promotional Recruitment Assessor-Recorder-County Clerk's Office

Recruitment Announcement 1118-RB4306-01

TYPICAL DUTIES

- ◆ Plans, organizes, coordinates and directs real property appraisal programs; selects, schedules, assigns, directs, and evaluates subordinate supervisory, professional and technical staff.
- ◆ Analyzes and interprets new and impending legislation affecting the Assessor's functions; reports changes and recommends action and methods to effect implementation; monitors implementation to assure that legislative mandates are being met.
- ◆ Develops and recommends new policies and procedures; reviews and analyzes procedural problems; confers with subordinate staff regarding procedural effectiveness; revises operations manuals as required; assists in the preparation and distribution of administrative directives; reviews and approves requests for new forms and modification of existing forms; prepares, edits, and approves final proof copies of new and revised forms.
- ◆ Performs internal audits of assigned programs and functions to determine adherence to departmental policies and operating procedures; analyzes work systems to determine efficiency and effectiveness of the systems; audits a representative sample of property appraisals to determine the quality of the appraisals performed by the valuation staff.
- ◆ Prepares training programs as needed to develop staff competencies and disseminates training information to staff.
- ◆ Assists in preparing and monitoring unit and division budgets; analyzes staffing requirements, equipment and supply needs; prepares correspondence and reports, including statistical reports; assists in responding to inquiries or complaints; may represent the Assessor at local or State Board of Equalization hearings and civil and professional functions.

KNOWLEDGE

Principles and practices of management, supervision, and training; standard business practices; property appraisal principles, and procedures; accounting and auditing principles and practices; laws, rules, and regulations relating to assessment of real and personal property for tax purposes in California.

ABILITY

Plan, organize and direct work flow of the division; develop office procedures; analyze and present facts and recommendations clearly and concisely, orally and in writing; plan, assign, and supervise the work of subordinate employees as required; establish and maintain effective working relationships with the public and other appraisers.