



EMPLOYMENT OPPORTUNITY

TECHNICIAN (APPRAISER)

SALARY AND BENEFITS

\$17.60 - \$21.13 per hour, plus benefits

FILING DEADLINE

5:00 pm, April 19, 2021

DUTIES AND RESPONSIBILITIES

The Appraiser Technician will collect data necessary to facilitate the appraisal of real property for ad valorem tax purposes. The major duties of the job include:

- Complex data entry that requires tax law interpretation.
- Record property characteristics and review existing records.
- Create new records.
- Discuss assessments with property owners.
- Compute areas and calculate cost estimates.
- Maintain document processing and storage systems.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Equivalent to the completion of the twelfth grade, supplemented by Technical classes equivalent to one year beyond high school. Two years' work experience with computers, data, numbers; and modern office experience. Two years' experience working in Real Estate, Community Planning, or Building Departments.

License: Valid California driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

A Lassen County application is available in the Personnel Office listed below or by visiting our website at: <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street Ste. 3
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened: April 1, 2021

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

The provisions of this bulletin do not constitute an expressed or implied contract; any provision contained in this bulletin may be modified or revoked without notice.