



EMPLOYMENT OPPORTUNITY

ASSISTANT/ASSOCIATE APPRAISER

SALARY AND BENEFITS

Assistant Appraiser Salary: \$18.90 - \$22.72 per hour plus benefits package

Associate Appraiser Salary: \$20.72 - \$24.93 per hour plus benefits package

FILING DEADLINE

5:00 p.m., January 4, 2019

DUTIES AND RESPONSIBILITIES

The Assistant/Associate Appraiser performs property appraisals for tax assessment, explains appraisal methods and laws to the public and provides technical support to the department. The major duties of the job include:

- Perform field interviews, inspections analysis and prepares property valuations for tax assessment.
- Prepares scaled drawings of improvements, calculates areas, computes costs and prepares permanent records of property value.
- Reviews deeds of transfers to be processed for valuation.
- Explains assessment to taxpayers and the general public; interprets data based upon valuation principles.
- Prepares documentation and refund assessments, as necessary.
- Prepares technical documents and reports related to assessment activities; provides staff support to the department.
- May assist in training less experienced appraisal staff.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Level I: Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, economics or a related field, and some relevant real estate experience. A valid California driver's license is also required.

Level II: Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, economics or a related field and two years performing duties similar to the Assistant Appraiser with Lassen County; Possession of an Appraiser Certificate issued by the State Board of Equalization; A valid California driver's license is also required.

SELECTION PROCESS

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

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. The Lassen County application is available at our website at: <http://lassencounty.org> or visit our application center at: 221 S Roop Street, Susanville, CA 96130. Qualified applicants are invited to submit an official Lassen County application to:

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

☎ (530) 251 -8320

Opened December 19, 2018

☞ 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 prior to 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.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.