

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## APPRAISER I

Supplemental Questionnaire Required

Open and Promotional  
Job # 22-DA5-AA

Salary: \$4,980 – 6,313 / Month

Closing Date: Continuous

**THE LAST DAY TO APPLY: Continuous – Applicants are encouraged to apply as soon as possible. This recruitment may close once a sufficient number of qualifying applications have been received.**

**THE JOB:** Under direction, appraise residential, commercial, industrial, agricultural, rural, recreational and institutional real property for assessment purposes; and perform other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list. The option for remote work may be available based on the type of work and operational needs.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Graduation from an accredited college

OR

job related experience in the appraisal of real property, building cost estimating, engineering or related may be substituted for the required education on a year to year basis

OR

Two years experience as an Appraiser/Auditor Aide **And** meet eligibility requirements of the California State Board of Equalization for temporary certification as an appraiser for property tax purposes.

**Special Requirements/Conditions: License/Certificate:** Possession of a valid Class C California Driver License, or the ability to provide suitable transportation which is approved by the appointing authority; ability to be temporarily certified as a real estate appraiser for assessment purposes by the State Board



of Equalization; must obtain a valid Appraiser's Certificate issued by the State Board of Equalization within twelve months of employment.

**Background Investigation:** Fingerprinting is required.

**Knowledge:** Working knowledge of principles of land economics and real property valuation methods and procedures. Some knowledge of California tax laws, rules and regulations.

**Ability to:** Read and interpret maps, blue prints, sketches and legal property descriptions; summarize and evaluate factors related to value and to accurately and impartially value property; read, and interpret, explain and apply rules, regulations, policies and procedures that relate to the Assessor's Office; establish and maintain an effective working relationship with others; prepare accurate detailed records and reports; compute ratios and percentages and make mathematic calculations; make effective oral presentations; learn to input, access and analyze data using a personal computer; make accurate appraisals of increasingly complex properties using market, cost and income approaches to valuation; prepare and present Assessment Appeals cases; drive a car to perform work in the field; walk rugged terrain and climb through partially built structures; perform field inspections at the airport, harbor, building sites or camp grounds; lift and carry buckets of parcel folders weighing up to 25 pounds.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

### **APPRAISER I – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe any experience you may have conducting field inspections of property and structures.
2. Describe any experience collecting and analyzing data to determine market value of properties.
3. Describe your experience inputting, accessing and analyzing data using a computer system.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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