

County of Santa Cruz

INVITES YOU TO APPLY FOR:

CHIEF OF ASSESSMENT STANDARDS

Promotional Only

Job # 23-DB3-01

Salary: \$7,978– 10,642 / Month

Closing Date: Monday, June 5, 2023



THE JOB: Under general direction; to plan, organize and direct the standards control, internal audit, training, and procedures function in the Assessor's Office; to analyze, interpret, and implement appraisal related legislation; and to do other work as required. **The list established will be used to fill the current vacancy and it may be used to fill other vacancies during the life of the eligible list.**

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:

Four years of experience performing property appraisals in a California Assessor's office or in the State Board of Equalization's property tax department with at least two years of experience performing duties comparable to Senior Appraiser in Santa Cruz County.

Special Requirements/Conditions: Possession of a valid Appraiser's Certificate issued by the State Board of Equalization. Possession of a valid California Class C Driver's License or the employee must be able to provide suitable transportation which is approved by the appointing authority.

Knowledge: Thorough knowledge of the principles, practices and standards of property appraisal and audit-appraisal for tax assessment; and thorough knowledge of California Tax laws, regulations and court decisions affecting the appraisal of real and personal property. Working knowledge of organization, procedures and responsibilities of a County Assessor's office; of administration, work simplification, and basic statistics; of the principles and techniques of training; and of the application of data processing to appraisal operations; Some knowledge of the principles and practices of supervision.



Ability to: plan, organize, evaluate and direct the work of staff; appraise and audit all types of real and personal property; plan and conduct employee training programs; analyze, interpret, explain and apply complex legislation, rules and regulations; develop and maintain procedures manuals; communicate clearly, concisely and logically orally and in writing; Collect, interpret and analyze data; establish and maintain an effective working relationship with others; and operate a computer to input, access and analyze data.

THE EXAMINATION: Your application 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 or mail/bring an application 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, people of color 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.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days 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 - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY- 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 \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

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

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - 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

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WORK Here

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