

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada Mountain Range, Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas; quiet lakes and bubbling hot springs; cold mountain streams, winter snows and sunny summer skies; rolling sagebrush hills and vibrant wildflower meadows.



Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy skiing, snowboarding, or biking down mountain trails; fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers shopping, dining, & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county

include Topaz, Coleville and Walker, which offer a more quiet and rural way of life, with shopping in nearby Gardnerville and Carson City, Nevada.

Commuting got you down? Looking for a lifestyle change with a great quality of life? The Mono County's Assessor's Office has a job for you. Mono County is a sparsely populated rural county that offers a great quality of life and recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation.

BENEFITS: • **CalPERS Retirement**

2.5% @ 55 for current members of CalPERS; new members in CalPERS will be enrolled at 2% @ 62.

The employee pays their 7% CalPERS contribution. Mono County **does not** participate in Social Security except for the mandatory Medicare deduction.

TO APPLY

Application materials may be received & returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411
hr@mono.ca.gov

Faxed and emailed applications will be accepted only if the original application is postmarked by the final filing date. Incomplete applications will not be considered.

SPECIAL NOTE: *The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.*

COUNTY OF MONO



INVITES APPLICATIONS FOR

Real Property Appraiser I/II (Assessor's Office)

MCPEA position

FINAL FILING DATE:

Open Until Filled

Salary Range 65: \$4,108-\$5,318 month

Equal Employment Opportunity Employer

THE POSITION

Under direction, conducts investigations and analyzes data in determining the value of vacant land, possessory interests, residential, simple commercial, and agricultural properties; and performs other work as assigned.

Typical tasks include, but are not limited to:

- Gather market evidence with which to provide fair and equitable ad valorem real property valuations;
- Maintain and create comparable sales database;
- Interpret written legal descriptions for physical property;
- Perform detailed interior and exterior inspections of various real properties;
- Determine building classifications as related to BOE publications;
- Measure structures and compute total area;
- Estimate replacement building costs and construction costs;
- Determine the quality of materials, fixtures, equipment, and general construction buildings and improvements;
- Search recorded deeds and surveys to determine correct locations and descriptions of properties;
- Compile physical characteristics data;
- Provide information to the public regarding map changes, deeds, title searches, and other matters.
- Analyze recorded and unrecorded deeds, unrecorded contracts of sale, and permits from the U.S. Forest Service to derive the correct Assessor's Parcel Number;
- Prepare scale drawings of structures, and reconcile the location of buildings and other improvements in relation to property boundaries;
- Provide explanations of assessment procedures, value determinations, methods, property tax laws, and the Revenue & Taxation Code to the public;
- Prepare analyses and serve as an expert witness in Assessment Appeals Board hearings;
- Participate in relevant meetings and occasionally travel to conferences and trainings;
- Maintain confidentiality;
- Perform other duties as assigned.

Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment: computer, telephone, calculator, scanner and FAX.

QUALIFICATIONS

Knowledge of:

- Factors, techniques, methods, and principles involved in the appraisal of real property;
- Methods of determining real property values;
- Laws and regulations affecting the appraisal of real property, including relevant principles and guidelines contained in the California State Constitution, Revenue & Taxation Code, and Assessor's Handbooks;
- Microsoft Word and Excel;
- CLCA/Williamson Act;
- Organization, procedures, and responsibilities of the County Assessor's Office.

Ability & Willingness to:

- Assemble and analyze statistical and narrative information;
- Read and interpret maps and property descriptions;
- Prepare analytical reports;
- Make mathematical calculations quickly and accurately;
- Speak and write effectively;
- Maintain cordial communications and good relations with various county departments, other governmental and administrative agencies, and the public;
- Establish and maintain cooperative working relationships;
- Learn more complex appraisal tasks.

MINIMUM TRAINING AND EXPERIENCE: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

One year of experience in performing real property appraisals and value determinations comparable to that of an Appraiser I with the Mono County Assessor's Office;

Or

Six years of experience in property tax related duties in the Auditor-Controller's Office, Treasurer-Tax Collector's Office, or the Assessor's Office;

Or

Four years of experience in property tax related duties in the Auditor-Controller's Office, the Treasurer-Tax Collector's Office, or the Assessor's Office;

And

At least 2 years of college education;

Or

A Bachelor's degree.

Special Requirements: Possession of, or ability to obtain, an appropriate valid driver's license.

THE PREQUALIFICATION PROCESS

SUPPLEMENTAL QUESTIONNAIRE

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably-qualified applicants to be invited to the oral examination. It is expected that you will be as complete & specific as possible. Your answers should be submitted on 8½" x 11" paper, typed, and submitted with your completed employment application.