



## EMPLOYMENT OPPORTUNITY

# ASSISTANT/ASSOCIATE AUDITOR- APPRAISER

### **SALARY AND BENEFITS**

Assistant: \$23.56 - \$31.10 per hour, plus benefits package

Associate: \$25.83 - \$34.15 per hour, plus benefits package

### **FILING DEADLINE**

5:00 p.m., July 8, 2024

### **DUTIES AND RESPONSIBILITIES**

*The Associate Auditor-Appraiser processes business property statements for valuation, appraises real and personal property. Provides technical support in preparing the secured and unsecured assessment roll. The major duties of the job include:*

- Collect and analyze data to determine valuation of business assets such as equipment and fixtures; interpret and apply tax codes, regulations and policies that govern auditor-appraiser operations.
- Collect, tabulate and analyze data and business records affecting property values.
- Conduct real property appraisals.
- Interview property owners or agents to acquire information necessary to complete mandatory audits and prepare mandatory audit reports.
- Interpret and explain tax and property appraisal codes, rules and regulations for the public, property and business owners and agents.
- Provide technical staff support, prepare technical reports and background documentation.
- Field inspect equipment and records.
- Perform related duties as assigned.

### ***DISTINGUISHING CHARACTERISTICS***

This is the entry level (Assistant) or journey level (Associate) class in the Auditor-Appraiser series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform routine and difficult duties as assigned including technical and functional interaction with clerical staff. Employees at the entry level will be expected to be fully trained in all procedures related to assigned area of responsibility before being considered for promotion to Associate Auditor-Appraiser.

### **MINIMUM QUALIFICATIONS**

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course works in accounting, business administration, public administration or a related field.

**Experience:** *Assistant:* One year of responsible real estate or auditing experience.

*Associate:* Two years' experience performing duties similar to an Assistant Auditor Appraiser for Lassen County and the recommendation of the Department Head.

**License:** Possession of a valid certificate as an Appraiser issued by the California State Board of Equalization within one year of hire.

Possession of or ability to obtain and maintain a valid California driver's license.

**Knowledge:** Ability to learn the principles and practices of real and personal property appraisals; pertinent Federal, State and local laws, codes and regulations.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville 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. For an application, visit Lassen County Personnel at our website at: <http://lassencounty.org>, or visit the application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

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

PH: (530) 251 -8320

**Opened: June 20, 2024**

### □ 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.

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.