



# CDTFA

CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

## SUPERVISING PROPERTY APPRAISER EXAM CODE: 9EQ15

Department(s): California Department of Tax and Fee Administration  
Board of Equalization  
Bulletin Release Date: December 2, 2019  
Final Filing Date: Continuous Filing  
Exam Type: Open  
Salary: \$7,212.00 to \$8,964.00  
Location(s): State-wide

### EXAMINATION INFORMATION

Applications for this examination will be accepted and processed on a continuous basis.

This examination will consist of an evaluation of each candidate's experience and education. **Your score will be based solely on your application, resume, and any other relevant documentation that is submitted.**

### FILING INSTRUCTIONS

Final Filing Date: **Continuous Filing**

*To be considered for this examination, you must use the most current application (STD. 678). Applications are available at [jobs.ca.gov](http://jobs.ca.gov).*

**State Applications -- Form STD. 678 -- may be mailed to:**

**CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION  
EXAMINATION & RECRUITMENT SECTION  
450 N STREET, MIC: 17  
SACRAMENTO, CA 95814**

**Applications received cannot be returned pursuant to California Code of Regulations 174.**

Applications submitted by mail must be **POSTMARKED** to indicate the "Date of Processing," or personally delivered no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

**You are advised not to send your application via interoffice or interagency mail as a date sent cannot be determined.**

Candidates are responsible for a timely submission of their application (and any other required documentation) and are encouraged to contact the Examination & Recruitment Section at [Exams@cdfa.ca.gov](mailto:Exams@cdfa.ca.gov) to verify receipt of their application before the final filing date.

All applications must include: The Exam Code and Classification Title(s); "to" and "from" dates (month/day/year); time base and hours worked; civil service class title (not working title); and complete description of duties performed. **Any applications received without candidate signature or complete information will be rejected.**

## SELECTION PLAN

This examination will consist of an evaluation of each candidate's experience and education weighted 100%. To obtain placement on the eligible list, a minimum rating of 70% must be attained. Your score will be based solely on your completed application, resume, and any other relevant documentation provided.

## ELIGIBLE LIST INFORMATION

A 12-month eligible list will be established for the California Department of Tax and Fee Administration and the Board of Equalization. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement at the time of application submission.

## MINIMUM QUALIFICATIONS

The following minimum qualification patterns come directly from the official classification specification, found at <https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>

### **Either I**

Two years of experience in California state service performing property appraisal duties of a class equivalent to Associate Property Appraiser (Board of Equalization), Associate Property Auditor Appraiser (Board of Equalization), or Associate Forest Property Appraiser.

### **Or II**

Experience: Four years of increasingly responsible experience in the appraisal of major and complex real property, personal property, or timber property, at least two years of which must have been in a full journeyperson capacity.

### **AND**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) [Experience in California state service applied toward Pattern II must include two years performing duties in a class with a level of responsibility not less than that of Associate Property Appraiser (Board of Equalization) or Associate Property Auditor Appraiser (Board of Equalization) or Associate Forest Property Appraiser.]

**NOTE REGARDING EDUCATION:** If qualifying under a minimum qualifications pattern requiring education, applicants MUST ATTACH a copy of either their official OR unofficial college transcript(s) as proof of obtaining the required degree and/or completion of the required course work indicated. Applicants who do not submit a copy of their transcripts with their application will be eliminated from the examination. Transcripts must indicate applicant name, the name of the institution, and detailed information regarding any required coursework, including: course title; semester/quarter credits earned; name of institution; and completion dates. If a degree is required, transcripts submitted as proof must also show the date the degree was awarded/conferred. Applicants must provide official transcripts by time of hire before being considered eligible for appointment.

Applicants with foreign transcripts must provide a foreign transcript evaluation that indicates the number of units that his/her foreign course work is equivalent to. The CDTFA accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teachers Credentialing; approved agencies may be found on the Commission's website: [www.ctc.ca.gov](http://www.ctc.ca.gov).

## POSITION DESCRIPTION

This is the first supervisory level. Incumbents in this class either: (1) supervise a field office staff of appraisers in the auditing and appraising of locally-assessed property or railroad and utility conducts audits of one or more of the property types noted above. properties; or (2) supervise a headquarters staff of appraisers and/or auditor appraisers in one or more of the following functions: performing assessment practices surveys, appraisals and audits, conducting studies of economic factors and trends, evaluating and making determinations on property tax exemptions, providing technical services involving economic studies and property tax legislation, policies and procedures; or (3) direct the statewide, legislatively mandated appraisal certification training program.

## KNOWLEDGE AND ABILITIES

Knowledge of: General appraisal methods, procedures, and terminology; (general accounting and auditing principles and procedures); real property law and common methods of describing property; specialized practices and procedures used in property appraisals; (and/or auditing, public utility regulations and utility accounting\*); provisions of Property Tax laws administered by the State Board of Equalization; purposes, organization, and procedures of assessors' offices; departmental policies, rules and regulations; organization of the State Board of Equalization, particularly the Property Taxes Program; principles, practices, and trends of public and business administration; principles and techniques of personnel management, supervision, and employer-employee relations; departmental administrative goals and policies; the State Board of Equalization's Equal Employment Opportunity Program objectives; and a supervisor's or manager's role in the Equal Employment Opportunity Program and the processes available to meet affirmative action objectives.

Ability to: Apply the required knowledge; conduct appraisals and/or audits of real and personal properties; analyze data and draw sound conclusions; analyze situations accurately and take effective action; prepare clear, complete, concise reports; and communicate effectively; plan, organize, and direct the work of a staff engaged in property appraisal and audit functions; develop the skills and abilities of subordinate staff; resolve complex supervisory and/or managerial problems; and effectively contribute to the State Board of Equalization's equal employment opportunity objectives.

\* Property Auditor Appraiser (Board of Equalization) only.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and work odd hours away from the office.

## CONTACT INFORMATION

If you have questions concerning this examination, or if you need reasonable accommodations, please contact the California Department of Tax and Fee Administration, Examination and Recruitment Section by email at [Exams@cdtfa.ca.gov](mailto:Exams@cdtfa.ca.gov).

## GENERAL INFORMATION

**EEO:** The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Drug Free Statement:** It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**Reasonable Accommodations:** Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

**Notices:** For any examination, it is the candidate's responsibility to contact the Examination and Recruitment Section three weeks after the final filing date if notification has not been received.

**Competitive Examination:** Possession of the entrance requirement(s) does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Revision of Plan:** The California Department of Tax and Fee Administration reserves the right to revise the examination plan to better meet the needs of the department should any circumstances change during this examination administration. Such revision will be in accordance with civil service laws and rules.

**College Education:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

**Veterans' Preference:** Veteran's preference credits will be awarded for all open competitive examinations, pursuant to government code section 18973.1 and 18973.5, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [jobs.ca.gov](http://jobs.ca.gov) and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>

**Deaf or Hard of Hearing:** TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the California Relay Service: From TDD: (800) 735-2929; From Voice (800) 735-2922; From TTY: 711 (NATIONAL RELAY SERVICE)