THE COUNTY 
OF 
SANTA CLARA

Auditor-Appraiser I

$69,499.04 - $83,938.40 Annually
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About the Business Division, Assessor’s Office
The Business Division is responsible for locating, valuing and enrolling all taxable business personal property including property (owned and leased) such as computers, supplies, furniture, machinery and equipment as well as mobile homes, airplanes and boats. The Division is required to audit a significant number of businesses once every 4 years. The Division also manages assessment appeals involving business property assessments.

Challenges & Opportunities
- Working with Silicon Valley companies and their agents
- Manage a workload that includes the valuation of wide-range business properties
- Develop working relationships with accounting and tax departments of Fortune 500 companies
- Defend valuations on the tax roll in front of the Assessment Appeals Board
- Work in a challenging and rewarding atmosphere with other driven individuals
- Explore advancement opportunities within the Auditor-Appraiser series
- Discover other exciting career opportunities with the County of Santa Clara

Responsibilities
The Auditor Appraiser I position in the Assessor’s Office is the entry level in the Auditor Appraiser series. While learning policies, procedures, laws, and appraisal practices, work assignments generally include performing field checks, processing personal property statements, and annually auditing uncomplicated businesses. During the training period, the Auditor Appraiser I receives fewer audits and are more involved in processing the annual roll. The Auditor Appraiser I may be required to assist in resolving assessment appeals.
Employment Requirements

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note: The required knowledge and abilities are acquired through possession of the education or experience requirements needed to obtain Appraiser Certification consistent with Revenue and Taxation Code Section 670, subdivision (d). Typically, this includes possession of a Bachelor’s Degree in Accounting from a recognized accredited institution of higher education;
or
Possession of a Bachelor’s Degree with 18 semester units (or 27 quarter units) of accounting and/or auditing courses from a recognized accredited institution of higher education. Business, law, or economics classes may not contribute toward the 18 semester units;
or
Possession of a Bachelor’s Degree with 16 semester units (or 24 quarter units) in accounting and/or auditing courses from a recognized accredited institution of higher education, and 3 semester units (or 4.5 quarter units) in business, law, or economics;
or
Possession of California Accountant License upon appointment.

Ability to:

- Understand property appraisal and the laws and regulations affecting appraisals for tax assessment purposes;
- Follow California State Board of Equalization guidelines;
- Audit financial records to determine ownership, segregate costs of property, and evaluate property owner declarations;
- Interpret statutes and regulations pertaining to the assessment of property;
- Summarize and evaluate factors relating to the appraisal of personal property;
- Identify, assess, evaluate, and resolve audit and appraisal problems;
- Select and make appropriate adjustments to comparable property;
- Analyze and evaluate accounting data;
- Organize and plan for completion of audit and appraisal workload;
- Learn the policies and procedures of the Assessor’s Office;
- Appropriately identify and measure depreciation and obsolescence;
- Establish and maintain cooperative working relationships with those contacted in the course of business;
- Deliver clear and concise reports;
- Communicate effectively in English, both orally and in writing.

Physical Requirements:

- Travel to a variety of geographic locations throughout the Bay Area and the United States, as required.

Typical Tasks

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Conducts site visits and interviews taxpayers; inspects, analyzes, and appraises value of machinery, business equipment, and leasehold improvements;
- Computes replacement costs and depreciation factors to arrive at cash value;
- Compares affidavits with those from prior years, audit reports, or other information that will assist in establishing the accuracy of reported statements;
- Audits small-sized businesses; assists with audits of medium-sized businesses;
- Investigates deviations from normal figures for size and type of business;
- Examines books of accounts, journals, ledgers, and invoices to determine date purchased and acquisition cost of machinery and equipment, leasehold improvements, and other taxable property;
- Prepares reports, including schedules and working papers showing details whereby assessed values have been determined;
- Contacts taxpayers to discuss omissions or discrepancies in affidavits and explains assessments;
- Assists in resolving assessment appeals;
- Initiates roll changes;
- May be assigned as Disaster Service Worker, as required;

Benefits

- Health Insurance: Valley Health Plan; Kaiser HMO; or Health Net POS
- Dental/Vision Insurance: Fully paid
- $25,000 Basic Life Insurance Coverage
- Yearly leave accrual: 10-22 vacation days; 12 sick days; 13 holidays; 4 personal leave days
- Flexible Spending Account (FSA) & Dependent Care Assistance Program (DCAP) available through NAVIA Benefits
- VTA Smart Pass Clipper Card
- Deferred Compensation (457B) Program available through Fidelity Investments
- CalPERS Retirement Benefits
- We participate in CalPERS Reciprocity. For more information, visit: www.calpers.ca.gov
- Retiree Medical – Employee Only coverage after 15 years of service

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