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Bulletin Number	6068BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Assessor
Position Title	APPRAISER TRAINEE/ REAL PROPERTY
Exam Number	G-1960-O
Filing Type	Standard
Filing Start Date	09-Jul-2012
Filing End Date	11-Jul-2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	3284.09
Salary Maximum	3284.09
Special Salary Information	After successful completion of the training program, salary will be \$3,495.27-\$6,002.82.
Benefits Information	<p>Represented Employees</p> <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p>The Appraiser Trainee program is a one-year program designed to prepare candidates for a career in real estate with the Los Angeles County Assessor's Department. The purpose of the training program is to teach trainees the theory of appraising and the techniques of valuing real property for assessment purposes. Part of the year's training is devoted to classroom study and the balance of time is spent in the field making appraisals under the direction of experienced appraisers. This combination of theory and practical experience makes for an interesting and well-rounded training program. Under close supervision, Appraiser Trainees learn various appraisal methods which involve the application of appraisal principles and practices used in the valuation of real property for assessment purposes. After successful completion of the one-year training program, trainees will be eligible to advance to the position of Appraiser if certification requirements are met. To become certified, an Appraiser Trainee must successfully pass all phases of the training during the training year.</p>
Essential Job Functions	<p>Receives formal classroom and on-the-job training in real estate theories, principles, techniques, and other aspects of real estate appraisal work, property tax law, assessment practices, and Department of the Assessor policies to provide for a fundamental basis of understanding of the real estate market and property tax law assessment methodology.</p> <p>Learns the three professionally accepted approaches to real estate appraisal, and how to obtain and utilize real estate market information needed in each of the approaches to determine their estimate of fair market value.</p> <p>Under close supervision, performs on-site inspections of new, altered or additions to residential, commercial or industrial structures for the purpose of estimating their fair market value and assessment.</p> <p>Learns to take accurate measurements and descriptions, prepares scale diagrams of structures, computes area, and cost manual procedures that are required in performing the cost approach to value.</p>

Learns to utilize the Assessor's Records, Property Data Base System and its procedures to research assessment situations, coordinate, and enroll property tax assessments.

Prepares a formal narrative appraisal to demonstrate knowledge of appraisal theory and methodology, ability to reconcile the important factors affecting the marketability and value of subject property, and ability to decide upon its value estimate.

Drives to different locations, in the state of California, to appraise real property for assessment purposes.

Requirements **Selection Requirements:** A Bachelor's Degree from an accredited* college or university**.

Physical Class **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required A valid California Class C Driver License is required to perform job-related essential functions.

Desirable Qualifications Strong math, problem solving, written and verbal communication skills.

Majors in business and finance are desirable although no specific major is required.

Special Requirement Information **** You MUST include official transcripts or a photocopy of the diploma with your application at the time of filing. Your transcripts must indicate that you meet the selection requirement. Applications submitted without the required documentation will be rejected as incomplete.**

CANDIDATES WHO WILL MEET THE REQUIREMENTS BY JUNE 30, 2012 MAY ALSO APPLY BUT THEIR NAMES WILL BE WITHHELD FROM CERTIFICATION UNTIL ALL REQUIREMENTS ARE MET. Verification from the school's Admissions and Records Office clearly indicating the expected date of graduation MUST be submitted at the time of filing.

APPOINTEES who provide a copy of their diploma MUST furnish their official college transcripts prior to their appointments.

CERTIFICATION: Appointees must meet certification requirements established by the California State Board of Equalization within one year of employment.

Accreditation Information ***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content Candidates for Appraiser Trainee must pass a qualifying written test covering vocabulary, grammar and punctuation, reading comprehension, arithmetic problems, data interpretation and spatial relations.

Only those candidates who pass the qualifying written test with a score of 70% or higher will proceed to the interview weighted 100%.

The interview will cover training, experience, personal fitness and general ability to perform the duties of this position.

Candidates must achieve a passing score of 70% or higher on the interview

in order to be placed on the eligible list.

The qualifying written test is scheduled beginning **July 21, 2012**. Candidates who are scheduled to take the examination and are unable to attend on said date will be asked to provide documentation verifying that they are unable to appear for the examination. Once documentation has been submitted and approved, accommodations will be made for a late administration of the examination.

The written test is not reviewable by candidates per Civil Service Rule 7.19.

**Special
Information**

LICENSE INFORMATION: We will conduct a background check of successful applicants' driving records before appointment becomes final. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

Appointees will be required to provide automobiles and drive them in the County service at the rate of compensation allowed by the Board of Supervisors.

Appointees will be asked to authorize the Assessor's Department to request proof of good driving record from the Department of Motor Vehicles.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies in the different district and downtown offices of the Assessor's Department.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

Available Shift

Any

**Job Opportunity
Information**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: - During a declared war; or - During the period April 28, 1952 through July 1, 1955; or - For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or - In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and Filing Information

APPLY IN PERSON ONLY. Applications will be accepted starting July 9, 2012 through July 11, 2012 from 8:00 a.m. to 5:00 p.m. at the following locations:

Kenneth Hahn Hall of Administration
Assessor's Human Resources Office
500 W. Temple St., Rm. 350
Los Angeles, CA 90012

Assessor's North District Office
13800 Balboa Blvd.
Sylmar, CA 91342

Assessor's Lancaster Office
251 E. Ave. K-6
Lancaster, CA 93535

Assessor's West District Office
6120 Bristol Pkwy.
Culver City, CA 90230

Assessor's South District Office
1401 E. Willow St.
Signal Hill, CA 90755

Assessor's East District Office
1190 Durfee Ave.
South El Monte, CA 91733

IMPORTANT: Applicants must file the standard County of Los Angeles Employment Application **in person**. Applications filed at any other locations will not be accepted. Appointments to take the written test will be given to qualified applicants only when they apply at the above locations. **NO ONLINE, MAIL-IN OR FAXED APPLICATIONS WILL BE ACCEPTED.**

A Standard County Employment Application can be found at:
http://file.lacounty.gov/dhr/ehr/cms1_160546.pdf

Complete your application thoroughly and correctly so that you will receive full credit for your related education and experience. The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools/ colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, and dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Department Contact Name	Martha Escobar
Department Contact Phone	(213) 974-3161
Department Contact Email	mescobar@assessor.lacounty.gov
ADA Coordinator Phone	(213) 974-3161
Teletype Phone	(800) 325-0778
California Relay Services Phone	(800) 735-2922

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