



COUNTY OF LOS ANGELES
invites applications for the position of:

APPRAISER TRAINEE/REAL PROPERTY

SALARY: \$3,697.36 - \$3,697.36 Monthly
\$44,368.32 - \$44,368.32 Annually

OPENING DATE: 12/27/16

CLOSING DATE: 01/05/17 05:00 PM

POSITION/PROGRAM INFORMATION:



*Valuing People
and Property*

DEPARTMENT:
OFFICE OF THE ASSESSOR

FILING START DATE:
1/3/2017 at 8:00 a.m.

FILING END DATE:
1/5/2017 at 5:00 p.m.*

*Filing will be suspended after the first 1,500 applications are received or by Thursday, January 5, 2017 at 5:00 p.m., whichever occurs first. Applications received after the first 1,500 will not be considered.

EXAM NUMBER:
G-1960-T

TYPE OF RECRUITMENT:
OPEN COMPETITIVE

SPECIAL SALARY INFORMATION: After successful completion of the training program, candidates will be eligible for appointment to Appraiser with monthly salary starting from \$3,929.28 - \$6,756.82.

CERTIFICATION: Appointees must meet certification requirements established by the California State Board of Equalization within one (1) year of employment.

BENEFITS INFORMATION:

Represented Employee - Cafeteria Benefit Plan, Defined Contribution Retirement Plan, Deferred Compensation and Thrift Plan, 12 Paid Holidays, Generous Vacation and Sick Leave Benefits, Flexible Work Schedules.

POSITION INFORMATION:

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 Office. The purpose of the training program is to teach trainees the theory of appraising and 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.

ESSENTIAL JOB FUNCTIONS:

Receives formal classroom instruction and on-the-job training in real estate theories, principles and techniques, aspects of real estate appraisal work, property tax law, assessment practice, and departmental policies to provide for a fundamental basis of understanding of real estate market and property tax assessment methodology.

Learns the three professionally-accepted approaches to value, and how to obtain and utilize market information needed in each of the approaches to determine their estimate of fair market value.

Utilizes own vehicle to drive to various locations in order to perform on-site inspections of new, altered, or additions to single family residential structures for the purpose of estimating their fair market value and assessment, under close supervision.

Utilizes own vehicle to drive to various locations in order to perform on-site inspections of new, altered, or additions to residential income structures for the purpose of estimating their fair market value and assessment, under close supervision.

Learns to take accurate measurements and descriptions, prepare scale diagrams of structures, compute area, and cost manual procedures that are required in performing the cost approach to value.

Learns how to utilize departmental records, property database systems, and other analytical software in order to research assessment situations, and coordinate and enroll property tax assessments.

Learns how to process real property documents submitted by taxpayers that are required to be filed.

Learns how to evaluate taxpayer inquiries, both verbal and written, in order to determine the appropriate action, such as assessment changes and assessment enrollment.

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

Reviews taxpayer files, records, or related documents in order to obtain information necessary to complete appraisals and assessments.

Communicates with peers, supervisors, government agencies, and members of the public in order to answer questions, or gather, disseminate, and request information.

Collects, verifies, and examines market data for the purpose of completing appraisals and assessments.

Operates standard office machines such as personal computers, printers, photocopiers, facsimile machines, scanners, and telephones in order to complete assignments.

REQUIREMENTS:

SELECTION REQUIREMENTS:

A Bachelor's Degree from an accredited college or university.

LICENSE:

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

A background check of successful applicants' driving records will be conducted 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 (2) YEARS WILL NOT BE APPOINTED.

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

PHYSICAL CLASS II - LIGHT: Light physical effort which may include occasional light lifting up to a 10 pound limit and some bending, stooping or squatting. Considerable walking may be involved.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

Candidates for Appraiser Trainee/Real Property 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, 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 to begin on Saturday, January 21, 2017. Candidates who are scheduled to take the examination and are unable to attend on date scheduled must provide documentation verifying that they are unable to appear for the examination. Once documentation has been reviewed and approved, accommodations will be made for a late or early administration of the examination.

Applicants **MUST** present their examination admittance notice and their valid driver's license or other identification with a **photograph and signature**, to be admitted to the written examination. **NO LATE CANDIDATES WILL BE ADMITTED.**

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

Note: All test invitations will be sent to candidates via email. Candidates are responsible for providing a valid email address in their application that can receive email from *assessor.lacounty.gov*. Please add recruitment@assessor.lacounty.gov to your email address contact list of approved senders to prevent email notifications from being filtered as spam/junk mail.

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.

VACANCY INFORMATION:

The resulting eligible list for this examination will be used to fill vacancies in various district and downtown offices of the Assessor's Office. Appointees must be willing to work any shift and in any of the various district and downtown offices of the Assessor's Office.

APPLICATION AND FILING INFORMATION:

Applications must be completed ONLINE ONLY. Applications submitted by U.S. mail, fax, or in person WILL NOT be accepted.

Instructions for filing online:

Apply online by clicking the link above that reads "Apply". You can also track the status of your application using this system.

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.

All applicants **MUST** submit an online application and **MUST** include a legible copy of official transcripts or diploma with the application at the time of filing. If you are unable to attach the required documents,

you may email them to recruitment@assessor.lacounty.gov or fax them to (213) 617-3009 within fifteen (15) calendar days from the "Filing End Date." Your transcripts or diploma **MUST** indicate that you meet the Selection Requirements. Please include your name, exam number, exam title and daytime phone number. Please note that any documentation you attach or submit must not be password protected or encrypted.

Applications submitted without the documentation will be rejected as incomplete.

All selected candidates **MUST** furnish their **official** college transcripts prior to their appointment.

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, degree(s) earned, 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 any 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 during the examination process.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

Applications can be completed on computers at public libraries throughout Los Angeles County for those candidates who may not have regular access to a computer or the internet.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or a friend's user ID and password may erase a candidate's original application record.

SOCIAL SECURITY NUMBER:

Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

DEPARTMENT CONTACT NAME: Glenda Medina

DEPARTMENT CONTACT PHONE: (213) 974-3161

DEPARTMENT CONTACT EMAIL: recruitment@assessor.lacounty.gov

ADA COORDINATOR PHONE: (213) 974-3161

TELETYPE PHONE: (800) 325-0778

CALIFORNIA RELAY SERVICES PHONE: (800)735-2922

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

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 does not participate in the Social Security System. All newly hired 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: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. 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 either workers' compensation fraud or human trafficking 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.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
<http://file.lacounty.gov/dhr/CCHO.pdf>

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may

COUNTY OF LOS ANGELES Employment Information

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4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: 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- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

6. Equal Employment Opportunity/Non-Discrimination Policy:

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

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

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.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Accreditation Information: 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).

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

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 or any other characteristic protected by State or Federal law. 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 comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #G-1960-T
APPRAISER TRAINEE/REAL PROPERTY
GM

Los Angeles, CA 90010

APPRAISER TRAINEE/REAL PROPERTY Supplemental Questionnaire

- * 1. Do you have a bachelor degree from an accredited college or university? You must submit proof that you meet this requirement such as a copy of your diploma or degree or transcripts at the time of filing. If you are unable to attach the required documents, you may email them to recruitment@assessor.lacounty.gov or fax them to (213) 617-3009 within fifteen (15) calendar days from the "Filing End Date." Please include your name, exam number, exam title and daytime phone number.

Yes No

- * 2. If you answered "yes" to question #1, please list your degree information in the following order: Degree, Name of College/University, and Date the degree was awarded or conferred (Month and Year). If "none", type "N/A".

- * 3. Please note that all information is subject to verification at any time in the examination and hiring process. Applicant will not be allowed to amend or add any information to this form after filing has ended. By clicking below, you are verifying that the information you have supplied is correct and that you understand that any falsification or misrepresentation of these facts will invalidate your application and cancel your candidacy for this examination. I understand the above information and instructions.

Yes No

- * Required Question