

San Joaquin County is recruiting for:

Principal Auditor-Appraiser

Assessor-Recorder-County Clerk's Office



SAN JOAQUIN
—COUNTY—



San Joaquin County
Human Resources

44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

Recruitment Announcement
0218-RB4205-01

THE POSITION

The Principal Auditor-Appraiser is the first management-level class in the Auditor-Appraiser series. An incumbent in this class directs and oversees the work of supervisory, professional and technical staff who perform business and personal property audits, valuations, and appraisals.

The incumbent establishes auditing and appraisal procedures as needed to maintain program quality and ensures that assigned programs and activities comply with laws, regulations and policies.

THE DEPARTMENT

The County Assessor is a mandated function responsible for producing annual property assessment rolls, the basis of property tax revenue. The Assessor discovers, values, and enrolls all taxable property in San Joaquin County. The Office also investigates and values all new construction, determines status under the Revenue & Taxation Code and reappraises all properties with a change in ownership, administers various tax exemption programs, and maintains countywide ownership data and property maps.

IDEAL CANDIDATE

Should understand the principles and practices of management, supervision, and training; standard business practices; principles, practices and procedures related to the appraisal of industrial, commercial and other real and personal property for tax assessment purposes; accounting and auditing principles and practices; laws, rules, and regulations relating to the assessment of real and personal property for tax purposes in California.

Have the ability to plan, organize and direct work flow of the auditing division; develop office procedures; analyze and present facts and recommendations clearly and concisely, both orally and in writing; plan, assign, and supervise the work of subordinate employees as required; establish and maintain effective working relationships with the public and other appraisers.

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SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



ARTS & CULTURE

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

AGRICULTURE

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside.



EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys University, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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TYPICAL DUTIES

- Plans, organizes, coordinates and directs assigned business and personal property auditing and appraisal programs and activities; provides advanced technical expertise to department staff and taxpayers with regard to property auditing and appraisal requirements and methods.
- Selects, schedules, assigns, and evaluates subordinate staff, including subordinate supervisors; reviews the work of staff as needed for quality assurance purposes.
- Manages auditing and/or appraisal projects.
- Conducts quality control activities as needed to ensure that assigned programs adhere to departmental policies and operating procedures; analyzes work systems to determine efficiency and effectiveness of the systems; develops and recommends new policies and procedures for assigned functions and programs; reviews and analyzes procedural problems.
- Revises operations manuals as required; assists in the preparation and distribution of administrative directives.
- Manages the preparation and presentation of appeal cases before the Board of Equalization.
- Oversees the assignment and review of cooperative audits.
- Participates in strategic planning and goal setting activities for assigned programs and for the department as a whole.
- Analyzes and interprets new and impending legislation affecting assigned programs and functions; reports changes and recommends action and methods to effect implementation; monitors implementation to assure that legislative mandates are being met.
- Prepares training programs as needed to develop staff competencies and disseminates training information to staff.
- Assists in preparing and monitoring unit and division budgets; assists in responding to inquiries or complaints; may represent the Assessor at meetings, local or State Board of Equalization hearings, and/or civil and professional functions.

MINIMUM QUALIFICATIONS

EITHER PATTERN I

Experience: Two years equivalent as an Auditor-Appraiser IV in San Joaquin County service.

OR PATTERN II

Education: Graduation from an accredited four-year college or university with a major in accounting, including at least 18 semester (or equivalent quarter) units in accounting or auditing coursework.

Experience: Six years of professional accounting or auditing work, including at least two years (within the last ten years) conducting business and personal property audits and appraisals in a California County Assessor's office, AND at least two years in a supervisory capacity.

OR PATTERN III

Education: Completion of 60 semester (or equivalent quarter) units from an accredited college or university, including at least 18 units in accounting or auditing courses.

Experience: Eight years of professional accounting or auditing work, including at least two years (within the last ten years) conducting business and personal property audits and appraisals in a California County Assessor's office, AND at least two years in a supervisory capacity.

OR PATTERN IV

License: A current California license in accounting.

Education: Completion of at least 18 semester (or equivalent quarter) units in accounting or auditing courses from an accredited college or university.

Experience: Eight years of professional accounting or auditing work, including at least two years (within the last ten years) conducting business and personal property audits and appraisals in a California County Assessor's office, AND at least two years in a supervisory capacity.

AND FOR ALL PATTERNS

License: Possession of a valid California driver's license.

Certificates: A permanent Appraiser's Certificate issued by the State Board of Equalization must be obtained by an employee in this class within the first year of employment.

Special Requirement: Successful completion of: 1) an advanced income course offered by either the State Board of Equalization, the Appraisal Institute, or the American Institute of Real Estate Appraisers; AND 2) one additional advanced State Board of Equalization or equivalent appraisal course.

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COMPENSATION AND BENEFITS

Approximate Annual Salary
\$99,507—\$120,973

(Approximate Monthly Salary: \$8,292-10,081)

In addition to the base salary, San Joaquin County offers an excellent benefits package which includes a contribution to health, dental and vision insurance plans. Other benefits include:

- ♦ 1% Employer contribution to the County's 457 Deferred Compensation Plan
- ♦ 1937 Retirement Act Plan with a defined benefit and membership in the San Joaquin County Employees Retirement Association (SJCERA)
- ♦ 125 Flex Spending Benefits Plan
- ♦ 12 days of sick leave per year with unlimited accumulation
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- ♦ 10 paid holidays per year

For additional information, please visit the benefits page of the County's Human Resources website at:

www.sjgov/departments/hr/benefits

Note: County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote into the Middle Management represented unit, shall receive the capped contribution amount of the Middle Management unit.

APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

Final Filing Date: Until Filled

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources
Attn: Kurt Shigematsu
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.8579

OR

online at www.sjgov.org/departments/hr

All applications will be reviewed for qualifications. Qualified applicants will be invited to participate in an oral examination, with top-scoring candidates being referred to the department for the selection processes.



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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. Number your responses and address each question separately. When answering the questions below related to your experience, provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These responses will be reviewed to assist in evaluating your qualifications for this position.

EITHER PATTERN I

Do you possess two years equivalent as an Auditor-Appraiser IV in San Joaquin County service? Provide Job Title and Employee ID

PATTERN II

Have you graduated from an accredited four-year college or university with a major in accounting, including at least 18 semester (or equivalent quarter) units in accounting or auditing coursework? Please list the course names and number of units per course.

Identify six years of professional accounting or auditing work, including at least two years (within the last ten years) conducting business and personal property audits and appraisals in a California County Assessor's office, AND at least two years in a supervisory capacity.

OR PATTERN III

Have you completed 60 semester (or equivalent quarter) units from an accredited college or university, including at least 18 units in accounting or auditing courses? Please list the course names and number of units per course.

Identify eight years of professional accounting or auditing work, including at least two years (within the last ten years) conducting business and personal property audits and appraisals in a California County Assessor's office, AND at least two years in a supervisory capacity.

OR PATTERN IV

Do you possess a current California license in accounting? You must attach a copy of your license to your application to be considered.

Have you completed at least 18 semester (or equivalent quarter) units in accounting or auditing courses from an accredited college or university? Please list the course names and number of units per course.

Identify eight years of professional accounting or auditing work, including at least two years (within the last ten years) conducting business and personal property audits and appraisals in a California County Assessor's office, AND at least two years in a supervisory capacity.

AND FOR ALL PATTERNS

Do you possess a valid California driver's license? List driver's license number and expiration date.

Special Requirement: Successful completion of: 1) an advanced income course offered by either the State Board of Equalization, the Appraisal Institute, or the American Institute of Real Estate Appraisers; AND 2) one additional advanced State Board of Equalization or equivalent appraisal course. List Title of Courses Completed.

Note: A permanent Appraiser's Certificate issued by the State Board of Equalization must be obtained by an employee in this class within the first year of employment.