

County of Santa Cruz

INVITES YOU TO APPLY FOR:



CHIEF AUDITOR-APPRAISER

Promotional Only
Job # 23-UG9-01

Salary: \$ 8,595 – 11,474/ Month

Closing Date: Monday, December 11, 2023

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general direction, to plan, organize and direct the business property audit appraisal program for tax assessment purposes; to perform the more difficult audit-appraisals and review and approve the audit-appraisal findings of subordinate staff; and to do other work as required.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Equivalent to graduation from an accredited four-year college or university with a major in accounting or a closely related field

AND

Three years professional audit-appraisal experience comparable to the class of Auditor Appraiser II or above in Santa Cruz County.

Special Requirements: License: Possession of a valid California Class C Driver's License or the employee must be able to provide suitable transportation which is approved by the appointing authority. Occasional travel outside the County is required. **Certificate:** Possession of a valid Appraiser or Advanced Appraiser Certificate issued by the California State Board of Equalization.



Knowledge: Thorough knowledge of laws, regulations and court decisions affecting the appraisal of business property, equipment, and fixtures; and the methods and practices involved in auditing the accounting and financial records of businesses. Working knowledge of principles of administration including some knowledge of supervision and training; and the application of data processing to business property audit-appraisals.

Ability to: Apply general accounting and auditing principles and procedures in determining valuations of business property, equipment and fixtures; audit complex business financial records and appraise business property and fixtures; explain appraisal and financial audit methods and determinations; prepare clear, concise and comprehensive audit-appraisal recommendations and reports; establish and maintain cooperative working relationships with others; train, supervise and evaluate the work of staff; Defend audit results to attorneys, certified public accountants, and the Assessment Appeals Board; and operate a computer to input, access and analyze data.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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WORK Here

PLAY Here