



CDTFA
CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION

Junior Property Appraiser

Exam Code: 3PB21

Department: California Department of Tax and Fee Administration

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Junior Property Appraiser – \$3,534.00 - \$4,216.00 per month.

View the [classification specification](#) for the Junior Property Appraiser classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs,

regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Junior Property Appraiser

Either 1

Education: [Equivalent to graduation from college](#), preferably with major work in agriculture, economics, business administration or engineering. Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they will be considered eligible for appointment.

Or 2

Experience: Four years of experience performing property appraisal work or building cost estimation. (Experience in real estate sales or transfers will not be considered equivalent to the appraisal and valuation work referred to in this requirement.) **And**

Education: [Equivalent to completion of the twelfth grade](#). (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Junior Property Appraiser

Performs the more routine duties involved in making appraisals of real and personal properties; measures, plots, and describes construction characteristics of residential, small commercial, and farm buildings; classifies them as to use, character of construction, and quality of construction; estimates construction costs and depreciation; prepares forms and other materials for field appraisal work; assists in the preparation of simple legal descriptions of land; assembles and analyzes sales and income data relating to real properties; assists in making economic and cost studies of real properties; inspects and classifies personal property in small commercial properties and small farms and assists in estimating values of such properties; makes and verifies computations involved in cost estimating and appraising.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each

exam component will be measuring competitively, relative job demands, each applicant's:

Ability to:

1. Analyze situations, solve problems, and take timely and effective action.
2. Read and understand technical documents that include procedural, administrative, or policy information such as manuals, legislation, or guidelines.
3. Analyze and evaluate data (e.g., numerical, graphical, charted, tabulated) to formulate conclusions and take appropriate action.
4. Perform mathematical calculations (e.g. addition, subtraction, division, multiplication, geometry, algebra) for appraisal computations.
5. Use logic and reasoning to identify strengths and weaknesses when choosing alternatives.
6. Draft clear, complete, and concise technical reports to document and communicate conclusions.
7. Establish and maintain cooperative working relations with coworkers and persons contacted in the course of the work.
8. Work independently on an assignment or project and ensure its completion in a timely manner.
9. Work as a part of a team on an assignment or project to maximize productivity.
10. Effectively communicate in writing, using proper English (e.g., grammar, punctuation, sentence structure) to record and disseminate information.
11. Verbally communicate with diverse audiences on property tax issues and related appraisal work.
12. Proofread, edit, and prepare written materials (e.g., memos, letters, reports) to assist in the communication of information.
13. Be objective and flexible in adapting to changes in priorities, work assignments, and other interactions that may impact pre-established courses of action for completing projects and assignments.
14. Prioritize assignments and projects to ensure completion within established timeframes and by expected deadlines.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Junior Property Appraiser** classification will be established by the California Department of Human Resources for use by:

California Department of Tax and Fee Administration

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower

of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#) for the **Junior Property Appraiser** classification.

TESTING DEPARTMENTS

California Department of Tax and Fee Administration

CONTACT INFORMATION

Questions regarding this examination should be directed to:

California Department of Human Resources

Attn: Selection Services

1515 S Street, North Bldg. Ste. 500

Sacramento, CA 95811

1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must

be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.