



# CDTFA

CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

## Principal Property Appraiser EXAM CODE: 1EQ02

Department(s):	Board of Equalization
Bulletin Release Date:	March 23, 2021
Final Filing Date:	Continuous
Exam Type:	Open - Statewide
Salary:	\$8602.00 to \$9769.00
Location(s):	State-wide

## SELECTION PLAN

This exam will be administered as a Training and Experience Questionnaire. Accepted candidates will be provided an online web link to the Questionnaire and notified of what date the Questionnaire will need to be completed by, after all candidate eligibility has been determined.

## FILING INSTRUCTIONS

Final Filing Date: **Continuous**

*To be considered for this examination, you must use the current application (STD. 678) with a revision date of 07/2019 or prior revision date of 12/2017. Applications are available at [jobs.ca.gov](https://jobs.ca.gov)*

**State Applications -- Form STD. 678 -- may be mailed to:**

**CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION  
TALENT ACQUISITION SECTION  
450 N STREET, MIC: 17  
SACRAMENTO, CA 95814**

**Applications received cannot be returned pursuant to California Code of Regulations 174.**

Applications submitted by mail must be **POSTMARKED** to indicate the "Date of Processing," or personally delivered no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

**You are advised not to send your application via interoffice or interagency mail as a date sent cannot be determined.**

Candidates are responsible for a timely submission of their application (and any other required documentation) and are encouraged to contact the Talent Acquisition Section at [Exams@cdtfa.ca.gov](mailto:Exams@cdtfa.ca.gov) to verify receipt of their application before the final filing date.

All applications must include: the Exam Code and Classification Title(s)\*; "to" and "from" dates (month/day/year); time base and hours worked; civil service class title (not working title); and complete description of duties performed. **Any applications received without candidate signature or complete information will be rejected.**

## EXAMINATION INFORMATION

This examination will consist of a Training & Experience Questionnaire evaluation weighted 100%. In order to obtain placement on the eligible list, a minimum rating of 70% must be attained. **After all applications are reviewed and accepted, candidates determined to meet the minimum qualifications will then be provided a web link to take their Training & Experience Questionnaire online. Candidates will be notified when receiving their web link of what date the Questionnaire will need to be completed by; failure to complete the Questionnaire by the provided date will result in the candidate being eliminated from the examination process.**

## ELIGIBLE LIST INFORMATION

A 12-month eligible list will be established for the California Department of Tax and Board of Equalization. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by the final filing date. Candidates who tested in the exam administration with a list date of 12/14/19 are not eligible to test for this administration. Candidates who were eliminated for not meeting the minimum qualifications as stated on the previous examination bulletin may reapply when the minimum qualifications are met.

## MINIMUM QUALIFICATIONS

The following minimum qualification patterns come directly from the official classification specification, found at <https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>

### Either I

Two years of experience in the California state service performing the duties of a class equivalent to a Supervising Property Appraiser (Board of Equalization), Senior Specialist Property Appraiser (Board of Equalization), Senior Specialist Property Auditor Appraiser (Board of Equalization) or Senior Forest Property Appraiser.

### Or II

Experience: Five years of experience in the appraisal of major and complex properties for tax assessment purposes, at least two years of which must have been in a full-supervisory or administrative capacity. [Experience in California state service applied toward this requirement must include one year performing the duties of a Supervising Property Appraiser (Board of Equalization), or two years performing duties in a class with a level of responsibility not less than that of Senior Specialist Property Appraiser (Board of Equalization), Senior Specialist Property Auditor Appraiser (Board of Equalization), Senior Forest Property Appraiser or Senior Petroleum and Mining Appraiser Engineer. And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**NOTE REGARDING EDUCATION:** Applicants must show proof of a bachelor's degree and/or evidence of successful completion of the prescribed courses before being considered eligible for appointment. The requirement for "Equivalent to graduation from college" means at least a Bachelor's degree from an accredited college or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Transcripts submitted as proof must show the date the degree was awarded/conferred. Applicants must provide official transcripts by time of hire before being considered eligible for appointment.

Applicants with foreign transcripts must provide a foreign transcript evaluation that indicates the number of units that his/her foreign course work is equivalent to. The CDTFA accepts foreign transcript evaluations that are

completed by one of the agencies approved by the California Commission on Teachers Credentialing; approved agencies may be found on the Commission's website: [www.ctc.ca.gov](http://www.ctc.ca.gov).

## POSITION DESCRIPTION

This is the second and highest supervisory level. Through subordinate supervisors, incumbents have full managerial and supervisory responsibilities to direct and manage the activities of a staff engaged in a major statewide program of Property Taxes Administration. The primary responsibilities of the statewide programs are to either: (1) direct, advise, and instruct those local and State officials involved in the administration of the property taxes program and evaluate the performance of county assessors with respect to their conformity to laws, Board of Equalization rules, and court rulings; or (2) locate, value, audit, assess, and allocate the taxable assets of railroads and other State-assessed utilities and prepare annual assessment rolls for the purpose of allowing local government to impose a property tax on State assesses.

## KNOWLEDGE AND ABILITIES

Knowledge of: All of the above; principles, practices, and trends of public and business administration; principles and techniques of personnel management, supervision, and employer-employee relations; departmental administrative goals and policies; the State Board of Equalization's Affirmative Action Program objectives; and a supervisor's or manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Apply the required knowledge; plan, organize, and direct the work of a staff engaged in property appraisal and audit functions; develop the skills and abilities of subordinate staff; resolve complex supervisory and/or managerial problems; and effectively contribute to the State Board of Equalization's affirmative action objectives.

## SPECIAL REQUIREMENTS

Willingness to travel and work odd hours away from the office.

## CONTACT INFORMATION

If you have questions concerning this examination, or if you need reasonable accommodations, please contact the California Department of Tax and Fee Administration, Talent Acquisition Section by email at [Exams@cdtfa.ca.gov](mailto:Exams@cdtfa.ca.gov).

## GENERAL INFORMATION

**EEO:** The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

**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.

**Reasonable Accommodations:** Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

**Notices:** For any examination, it is the candidate's responsibility to contact the Talent Acquisition Section three weeks after the final filing date if notification has not been received.

**Competitive Examination:** Possession of the entrance requirement(s) does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Revision of Plan:** The California Department of Tax and Fee Administration reserves the right to revise the examination plan to better meet the needs of the department should any circumstances change during this examination administration. Such revision will be in accordance with civil service laws and rules.

**College Education:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

**Veterans' Preference:** Veteran's preference credits will be awarded for all open competitive examinations, pursuant to government code section 18973.1 and 18973.5, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [jobs.ca.gov](http://jobs.ca.gov) and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>

**Deaf or Hard of Hearing:** TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the California Relay Service: From TDD: (800) 735-2929; From Voice (800) 735-2922; From TTY: 711 (NATIONAL RELAY SERVICE)