

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## AUDITOR-APPRAISER II

Supplemental Questionnaire Required

Open and Promotional

Job # 23-UG7-01

Salary: \$6,469– 8,173/ Month

Closing Date: Friday, October 13, 2023

**THE JOB:** Under direction, appraises business property and audits business records pertaining to fixtures, equipment and supplies to determine appropriate valuation for inclusion in the County's tax assessment roll; audits and analyzes financial records and annual business property statements; processes annual business property statements; and performs other work as required. **The list established from this recruitment will be used to fill the current vacancy and any future vacancies during the life of the list.**

**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 one year experience comparable to the class of Auditor-Appraiser I in Santa Cruz County.

**Special Requirements/Conditions:** **License:** Possession of a valid California class C Driver License, or the ability to provide suitable transportation, which is approved by the appointing authority. Occasional travel outside the County is required. **Certificate:** Must qualify to obtain a temporary Appraiser's Certificate issued by the California State Board of Equalization **AND** must obtain a valid Appraiser's Certificate within the first twelve months of employment. **Background Investigation: Fingerprinting is required.**

**Knowledge:** Working knowledge of accounting principles and business law; methods and procedures for determining depreciation, appreciation and replacement costs on equipment and fixtures; business property appraisal and assessment principles, practices and techniques; methods and practices used in auditing the accounting and financial records of businesses.

**Ability to:** Learn to apply accounting and auditing principles and procedures in determining valuations of business property, equipment and fixtures; read, interpret and apply tax codes, regulations, policies and procedures that govern audit-appraisal operations and activities; gather, tabulate, compute and analyze data and business records affecting property values; interview property owners or agents to acquire information necessary to complete audit-appraisals; establish and maintain cooperative working



relationships with others; audit and analyze financial records and draw logical conclusions in determining valuations of business property, equipment and fixtures; interpret and explain laws, regulations, methods and policies governing audit-appraisals to property owners; prepare detailed audit reports and write correspondence; input, access and analyze data using a computer terminal.

**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](http://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.

## **AUDITOR-APPRAISER II – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Please list semester or quarter units you have completed in college level course in Accounting and/or Auditing. Please provide transcripts if units are to be used to determine eligibility. Fax or email transcripts to (831) 454- 2241 or [Personnel@santacruzcountyca.gov](mailto:Personnel@santacruzcountyca.gov)

### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** – 14 paid holidays 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** – County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** – 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 \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

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

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** – 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.**

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[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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