

Market Range Detail - Auditor Appraiser

Effective Date

July 11, 2011

Market Range Title Description

Positions in this market range title are responsible for performing compliance audits of business taxpayers' financial records ensuring that reported costs and assets and associated valuations are fair and equitable based on Department of Revenue Guidelines and standard appraisal techniques for business personal property ad-valorem purposes.

Typical responsibilities include: conducting preliminary surveys prior to developing an audit strategy; assisting in the audit selection process with preliminary reviews of areas where inequitable valuations are anticipated; performing field and desk audits of financial records of large businesses analyzing the accuracy and reliability of taxpayer information and reporting procedures to ensure compliance with state and federal laws; interviewing taxpayers to gather information concerning their business, records, and accounting system; working with the taxpayer's accounting personnel or tax consultants regarding financial records and reporting; conducting physical inspection of premises, equipment and property; preparing narrative of taxpayer's organizational structure regarding reporting responsibilities and accounting records; preparing work papers and reconciliations; writing detailed narrative reports on findings resulting from each audit; preparing exhibits and defending property valuations before the State Board of Equalization and in Tax Court a necessary; training Appraisers in the understanding of accounting principles and interpretation of state law.

Market Range

| Minimum Hourly Rate | Midpoint / Hiring Maximum | Maximum Hourly Rate |
|---------------------|---------------------------|---------------------|
| \$19.93 | \$25.97 | \$32.01 |

Likely Minimum Qualifications

- Bachelor's degree in accounting or related field.
- One year of professional accounting or auditing experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Auditor Appraiser

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.