

# Napa County Assessor-Recorder-Clerk

Is seeking applicants for

## Chief Appraiser



A Tradition of Stewardship  
A Commitment to Service



### **The Position**

The Chief Appraiser coordinates, sets priorities, and mentors the Department's staff of real property appraisers and personal property auditor/appraisers in addition to performing the more complex assessment assignments.

This classification is designated as an "at will" classification.

### **The ideal candidate will possess the following expertise and attributes:**

- 10 years of increasingly responsible experience appraising and/or auditing property
- Experience as a Supervising or Management-level Appraiser
- Experience supervising or managing a real or personal property valuation team
- Possess exceptional leadership skills; be a motivator and maintain a professional demeanor at all times. Integrity must be beyond reproach
- Bachelor's degree from an accredited institution in a related field
- Possesses (or will possess within the first year of hire) a permanent Real Property Appraiser's Certificate from the California State Board of Equalization
- Ability to promote appraisal method and theory conformity among staff through research, training, and day-to-day quality control
- Ability to take the lead with direct preparation of assessment appeal cases.
- Knowledge of modern methods of real and/or personal property and audit appraisal for tax assessment purposes.

### **Required Experience and Education**

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience**— Five years of increasingly responsible property appraising or auditing experience including three years of supervisory responsibility.

**Education**— A Bachelor's degree from an accredited college or university with major course work in economics, civil engineering, accounting, business administration, public administration, or a related field.

**License or Certificate** - Possession of a valid driver's license; possession of a Permanent Real Property Appraiser's Certificate issued by the State Board of Equalization; possession of an Advanced Real Property Appraiser's Certificate is desirable.

### **The Department**

Each of the divisions (Assessor, Recorder– County Clerk and Elections) of the Napa County Assessor-Recorder-County Clerk Department is recognized statewide for being knowledgeable, innovative, cost-effective and customer service oriented. The Department emphasizes close cooperation and teamwork within and among divisions and encourages full participation by the diverse staff in planning and decision-making.

## The Napa Valley

The Valley is home to over 140,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 80,000, to Yountville, with 2,900 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

### Application Process

The final filing date is **12/03/2021 5:00 PM**

For more information or to apply, please visit our website: [www.napacountycareers.com](http://www.napacountycareers.com) and click on the "apply" button on the bulletin.

Only online applications will be accepted. Candidates must attach a cover letter, resume, and three-five professional references, and answer the supplemental questions to the online application for it to be considered complete.

Following the final filing date, applications will be screened for minimum qualifications. Those most qualified applicants will be invited to participate in an oral interview, tentatively scheduled for mid December, 2021. Only the most qualified candidates will be invited to interview.



## Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$192 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's over 1,500 employees provide services to the public through 17 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

### Compensation and Benefits

**Annual Salary Range: \$115,211.20 - \$140,025.60**

The County also offers an outstanding benefit package that includes:

- **Vacation** - 15-29 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - 12 paid holidays per year.
- **Management & Personal Leave** - 80 hours of management and 19 hours of personal leave credited per fiscal year.
- **Medical Insurance** - Choice of several CalPERS medical plans. The County makes a significant contribution toward the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Life Insurance** - \$50,000 policy with the premium paid by the County with an option to purchase additional insurance.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS), offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) and 2% at 62 for new members.
- **Deferred Compensation** - Annual employer match up to \$1,000.
- **EAP** - County-paid Employee Assistance Program.

The County of Napa does not participate in Social Security.

The County of Napa is an Equal Opportunity Employer