

# Market Range Detail - Audit Appraisal Supervisor

## Effective Date

August 22, 2011

## Market Range Title Description

Positions in this market range title are responsible for the daily oversight and supervision of the operations of the Audit Appraisal function in the Assessor's Office. Incumbents have full supervisory responsibility for Audit Appraiser and support staff including developing performance plans, monitoring and evaluating performance, coaching/counseling, interviewing and hiring new staff, training staff and determining work priorities.

Typical job duties include: directing the development and implementation of division procedures, processes and policies; providing guidance and technical advice to staff in the application of statutory provisions, guidelines, appraising and accounting/auditing standards; assigning audit cases to staff; developing audit strategies; participating in negotiated settlements of audit and litigation issues; defending property valuations including presenting testimony and evidence at various levels of appeal and litigation; performing the most difficult and complex audits; working with taxpayers to obtain needed information for audits; planning and leading special projects; providing training to staff to ensure that they are current on state and federal laws and audit appraisal methods; assisting with budget preparation.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$29.70	\$33.86	\$38.01

## Likely Minimum Qualifications

- Bachelor's degree in accounting or related field.
- Three years of professional accounting or audit experience.
- Prior lead or supervisory experience preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Auditor Appraiser Supervisor

### 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.