

OFFICE OF ASSESSOR

Function & Organization Chart - FY - 2003-2004



MISSION STATEMENT:

To provide competent and efficient assessment services in a manner resulting in equitable and fair treatment of all Alameda County taxpayers.

Budget Unit # - 111

Budgeted Positions - 189.585

ASSESSOR 1



Acts in the absence of the department head.

OFFICE OF ASSESSOR (111)

➤ Seek out, classify, value and assess all taxable property in the County, other than state assessed property, in accordance with the State Constitution.

1-ASSESSOR

1- Secretary II

1 - CHIEF DEPUTY ASSESSOR

APPRAISAL SERVICES DIVISION

APPRAISAL DIVISION

➤ Determine full value of all taxable real and personal property within the County, other than public utility property, for tax assessment purposes.

1-Chief, Appraisal Division

ADMINISTRATIVE UNIT

➤ General Administrative, budget preparations, financial and accounting control
➤ Administration of Personnel, Payroll
➤ Coordinate General Mandated training programs

1 - Administrative Services Officer
2 - Administrative Specialist II
1 - Administrative Assistant
1 - Payroll Records Clerk
1 - Specialist Clerk

REAL PROPERTY APPRAISAL SECTION

➤ Appraise single family residential, income-producing residential, and rural properties
➤ Appraise commercial and industrial property

1 - Principal Appraiser
9 - Supervising Appraiser II
23 - Appraiser III
29 - Appraiser II
1 - Assessor Representative
1 - Training Officer
1 - Assessor Technician II

BUSINESS PERSONAL PROPERTY SECTION

➤ Audit and appraise business property
➤ Appraise boats and aircraft
➤ Appraise household personal property

1 - Principal Auditor-Appraiser
4 - Supervising Auditor-Appraiser
1 - Assessor Representative
14 - Auditor-Appraiser III
12 - Auditor-Appraiser II
1 - Supervising Clerk I
5 - Specialist Clerk
6 - Clerk II

