OFFICE OF ASSESSOR

Function & Organization Chart - FY - 2010-2011

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 # - 150100
Budgeted Positions - 175
Acts in the absence of the department head.

Office of Assessor (176)

- 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 - Chief Deputy Assessor

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

Real Property Appraisal Section

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

1 - Principal Appraiser
1 - Training Officer
8 - Supervising Appraiser II
1 - Assessor Representative
19 - Appraiser III
29 - Appraiser II
1 - Assessor's Technician III
1 - Assessor's Technician II

Business Personal Property Section

- Audit and appraise business property
- Appraise boats and aircrafts
- Appraise household personal property

1 - Principal Auditor-Appraiser
4 - Supervising Auditor-Appraiser
1 - Assessor Representative
11 - Auditor-Appraiser III
7 - Auditor-Appraiser II
1 - Assessment Supervisor I
8 - Assessor's Technician II
1 - Specialist Clerk
1 - Clerk II

Administrative Unit

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

1 - Financial Services Officer
1 - Departmental Personnel Officer
1 - Administrative Specialist II
1 - Administrative Assistant
1 - Payroll Records Clerk
1 - Specialist Clerk

Appraisal Services Division
APPRAISAL SERVICES DIVISION
- Standardize and audit procedures and operations of divisions and sections
- Coordinate computer based information systems
- Determine property tax exemptions
- Identify all reappraisal property
- Provide clerical support to appraisal
- Provide mapping services to all real property with-in county

1 - Chief, Assessment Services

APPRAISAL RESOURCES SECTION
- Analysis of real property procedures and computer programs
  - 1 - Information Systems Manager
  - 1 - Information Systems Analyst
  - 1 - Information Systems Technician

TECHNICAL ANALYSIS
- Correct ownership documents & process value corrections
- Process mapping changes in workflow system
  - 1 - Supervising Appraiser II
  - 1 - Appraiser III
  - 3 - Assessor Technician II

ASSESSMENT ROLL SECTION
- Assist the public in verifying real property ownership and valuation
- Process all documents that affect title to property
  - 1 - Assessment Roll Manager
  - 2 - Assessment Supervisor II
  - 1 - Assessment Supervisor I
  - 11 - Assessor Technician III
  - 15 - Assessor Technician II

ASSESSEE SERVICES SECTION
- Coordinate all response to public and other agencies regarding appraisal of real property
- Coordinate Assessment Appeals Board case preparation and presentation
- Provide information to public regarding real property ownership and valuation
  - 1 - Assessee Services Manager
  - 1 - Assessment Supervisor II
  - 6 - Assessor Technician III
  - 1 - Assessor Technician II

EXEMPTIONS UNIT
- Review claims for property tax exemption and determine exemption
- Verify legally exempt use of property by field inspection
  - 1 - Assessment Supervisor I
  - 2 - Assessor Technician III
  - 3 - Assessor Technician II

MAPPING SERVICES UNIT
- Locate and identify in map form all real property within the county
- Establish locations of all tax-deeded property
  - 1 - Mapping Supervisor
  - 5 - Mapping Technician III
  - 1 - Mapping Technician II

APPRAISAL SUPPORT
- Clerical assistance to real property staff and process new construction permits
  - 1 - Assessment Supervisor I
  - 4 - Assessor Technician II
  - 2 - Clerk II