



THE COUNTY OF STANISLAUS

Assessor's Office



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

**See inside for details*

Assessment Technician I/II

\$42,972-\$59,051 Annually

Apply by June 16, 2025

WHO WE ARE

The Assessor is primarily responsible for preparing an annual assessment roll upon which property tax revenues are generated. The County, Public Schools, Cities, Redevelopment Agencies, and Special Districts all rely on this revenue for funding operations.

WHAT WE DO

All property, excluding supplies, movable equipment, boats, and aircraft, are assessed based upon their market value when purchased or newly constructed. The Assessor determines the market value for the ownership changes and new construction. The supplies, movable equipment, boats, and aircraft are assessed based upon their annual market value on January 1 of each year. The Assessor also maintains property parcel maps.

We build community by producing a fair, accurate and timely assessment roll while providing excellent customer service.



For more information on Assessor's Office, scan the QR code or visit stancounty.com/assessor



THE IDEAL CANDIDATE

The Stanislaus County Assessor's Office is seeking a dedicated and detail-oriented full-time team member to support our mission of producing a fair, accurate, and timely assessment roll while providing excellent customer service. This role offers the opportunity to contribute to essential functions, including processing changes in property ownership and managing property tax exemptions, while delivering exceptional public service. We are looking for someone who is passionate about providing outstanding customer service, thrives in a collaborative team environment, has experience working directly with the public, is eager to learn and grow professionally, and possesses a strong attention to detail and commitment to accuracy.

THE POSITION

ASSESSMENT TECHNICIAN I

The Assessment Technician I is the entry level classification in the Assessment Technician series. This position maintains the Assessor's Office ownership records from recorded and unrecorded documents; read and interpret real property transfer deeds and related documents to determine property ownership changes for assessment purposes; determine if reappraisal is required; analyze permits and other information to determine if appraiser review is required; apply exemptions to qualified applicants; and perform other related work, as assigned. Under close supervision, incumbents receive training and perform a variety of eligibility and assessment duties. Incumbents are expected to increase their knowledge and skills during the first year of employment. Some of the positions may require travel throughout the County. Some incumbents in this classification may be required to function as an interpreter.

ASSESSMENT TECHNICIAN II

The Assessment Technician II is a journey-level classification in the Assessment Technician series. The Assessment Technician II is a seasoned journey-level person who performs a variety of the more difficult support task under minimum supervision and may direct the work of others. Their duties may represent an extension of those which would be assigned to an Assessment Technician I: maintain ownership records from recorded and unrecorded documents; read and interpret real property transfer deeds and related documents to determine property ownership changes for assessment purposes; determine if reappraisal is required; analyze permits and other information to determine if appraiser review is required; apply exemptions to qualified applicants; and perform other related work, as assigned. Incumbents are experienced and proficient in performing the duties, and function more independently within the scope of their responsibilities.

TYPICAL TASKS

- Read and interpret recorded and non-recorded documents relating to property transfers of title and/or exemptions, including trusts, court orders, and other legal documents;
- Review incoming permits and other documents and determine if subject to reappraisal;
- Apply pertinent laws, codes, and policies and determine if a document is subject to a reappraisal or if an exclusion is applicable;
- Work with attorneys, title companies, local organizations, and state and local agencies to resolve discrepancies for assessment, title and/or exemption purposes;
- Process assessment ownership information and/or exemption information using current formatting as defined by state guidelines, office policy, and procedures;
- Make change of ownership determination based on taxpayer response to various discovery documents;
- Answer complex and technical ownership questions from title companies, property owners or their agents, attorneys or tax representatives, and other interested parties;
- Explain the application of the Government Code, Revenue and Taxation Code or other statutes and regulations;
- Prepare correspondence to answer questions when appropriate;
- Resolve ownership questions and clarify understanding of property transfer through probate proceedings and court determinations as they relate to various beneficial interest conveyances and proportional interest transfers;
- Perform extensive research to determine the taxability status of complex title changes;
- Verify accuracy of information entered on various assessment documents, exemption claims and/or permit documents;
- Take action to correct inaccurate or incomplete data identified in various documents;
- Assist property owner or their agent with explanation and completion of various ownership change forms, exemption claims and other documents;
- Scan and index forms into the imaging workflow system;
- Calculate assessment and/or exemption percentages;
- Read and interpret legal descriptions on legal documents;
- Prepare corrections to assessment rolls past and present;
- Enter a variety of information into a computerized system with a high degree of accuracy;
- Determine and apply property codes and initiate transactions;
- Maintain logs, files, and statistical information pertaining to processed legal documents and records;

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

Assessment Technician I

- Minimum of one (1) year of full-time general clerical experience involving computations, financing, or statistical recordkeeping, or reports; (Relevant college education or business school training may be used to substitute for up to six months of the required experience); AND
- Applicants must be able to type at least 35 WPM (net corrected); AND
- Equivalent to high school graduation.

Assessment Technician II

- Minimum of 18 months as an Assessment Technician I or equivalent in an Assessor's Office in the State of California progressively performing more difficult property transfers, exemptions assignments and other duties of an Assessment Technician I.

Proof of education may be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6496 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.

KNOWLEDGE

- State laws and codes relating to property taxes;
- Property descriptions;
- Assessment principles and practices;
- Procedure used for keeping property records in a County Assessor's Office.

SKILLS/ABILITIES

- Interpret and apply verbal and written instructions;
- Interpret and apply laws, rules, and regulations as they relate to property exemption claims and the assessment of property;
- Trace title chains;
- Make arithmetical computation with speed and accuracy;
- Maintain effective working relationships with property owners and others contacted;
- Operate a personal computer and other office equipment;
- Communicate effectively with others in person and over the telephone;
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses;
- Perform job duties under stressful conditions;
- Respond appropriately to situations;
- Maintain confidential information in accordance with legal standards and /or County regulations;
- Regular attendance is an essential function; and
- Work independently in the absence of supervision.





**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
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Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 **BONUS CASH PAYMENT**

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 **BONUS LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 **BONUS DEFERRED COMPENSATION CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



**STANISLAUS
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COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$42,972-\$59,051

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Office Worker/Clerical bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

This position is subject to overtime, standby, callback, weekend, holiday, and shift assignments as identified in their MOU (Memorandum of Understanding).

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY June 16, 2025

Oral Examinations are tentatively scheduled for the week of July 14, 2025

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.