

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION: SENIOR AUDITOR-APPRAISER**  
**DEPARTMENT: CLERK-RECORDER-ASSESSOR**  
**PHYSICAL DEMAND STRENGTH RATING: SEDENTARY**

**DATE COMPLETED: November 2024**  
**DIVISION: ASSESSOR**

**INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:**

*Please use the “Medical Provider Use Only” columns to the right of each section and the “Medical Provider’s Comments & Signature” Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.*

**FREQUENCY RATING:**

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

**PART 1 - JOB DUTIES/FUNCTIONS:**

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column “Can Perform”, is “Temporarily Restricted” from performing, or is “Permanently Restricted” from performing.
Gathers, analyzes, & assembles financial data from accounting records of business firms & agricultural operations. Estimates all forms of depreciation on personal property. Classifies and determines the life of business assets. Ability to obtain required certification and maintain continuing education (may require in person training/testing and travel offsite).	1	F	Computer, Calculator, Phone, Headset, Printer, Scanner, Files, Vehicle	BOE Appraisal Certificate, Driver’s License	E	
Determines value of property by physical inspection and offsite visits.	2	O	Computer, Vehicle	BOE Appraisal Certificate, Driver’s License	E	
Applies appropriate Revenue & Taxation Codes and Property Tax Rules for the position assigned. Ability to communicate tax rules, regulations, and Revenue & Taxation codes to others in person, by email, or over the phone.	3	C	Computer, Phone, Headset		E	
Participates in continuous training to maintain required	4	O	Computer, Headset	BOE Appraisal	E	

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licenses/certifications and to maintain and enhance knowledge and skills necessary for appraisal of real and personal property.				Certificate		
Updates/enters information into databases & spreadsheets. Runs various reports when the Assessment Roll closes.	5	F	Computer, Printer, Scanner, Files		E	
Presents appraisal and property tax information to the Assessment Appeals Board. Coordinates assessment appeals cases and testifies before local Assessment Appeals Board and courts of law.	6	O	Computer, Files	BOE Appraisal Certificate	E	
Assists in planning and conducting in-service training programs for Auditor-Appraiser I/II staff regarding the audit-appraisal of business and personal property.	7	O	Computer, Printer		E	
Communicates by phone, in person, or by email or other written format with the public, property owners and representatives of business and industrial firms regarding personal property and assessment matters which may include explaining appraisals, audit practices, audit procedures, and audit findings.	8	C	Computer, Phone, Headset, Printer, Scanner, Files	BOE Appraisal Certificate	E	
Provide technical assistance, training, and advice to Auditor-Appraiser I/II staff regarding complex or unusual audit and appraisal problems.	9	O	Computer, Phone, Headset, Printer, Scanner, Files		E	
Assumes administrative duties when supervisor is not present and supports supervisor in the following roles: plans, organizes, and assigns work; orients and trains staff; participates in hiring interviews and decisions, assists with approval of fellow team members' absence requests and updating out-of-office calendar, and coordinates schedules and coverages for unit's customer service front counter duty.	10	O	Computer, Phones, Headset, Printer, Scanner, Files		E	

**PART 2: PHYSICAL DEMANDS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting	1-10	F			
2 Walking	1-10	F			
3 Running	N/A	N			
4 Standing	1-10	O			
5 Bending-Neck	1-10	C			
6 Bending-Waist	1,2	O			
7 Squatting	1,2	O			
8 Climbing	N/A	N			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck)	1-10	F			
12 Twisting (waist)	1-10	O			
13 Repetitive Hand Use	1-10	C			
14 Simple Grasping-Right Hand (mousing)	1-10	O			
15 Simple Grasping-Left Hand (mousing)	1-10	O			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (writing, paper clips, shuffling paper)	1-10	O			
19 Fine Manipulation-Left Hand (writing, paper clips, shuffling paper)	1-10	O			
20 Pushing and Pulling (right hand)	N/A	N			
21 Pushing and Pulling (left hand)	N/A	N			
22 Reaching (above shoulder level; lease file wall)	1	O			
23 Reaching (below shoulder level; lease file wall)	1	O			
24 Lifting-up to 10 lbs.	1-10	O			
25 Lifting-11-25 lbs.	N/A	N			
26 Lifting-26-50 lbs.	N/A	N			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs. (files, etc.)	1-10	O			
31 Carrying 11-25 lbs.	N/A	N			
32 Carrying 26-50 lbs.	N/A	N			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

**PART 3: SENSORY REQUIREMENTS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected	1-10	C			
2 Functional color vision, normal or corrected	1	O			
3 Functional night vision, normal or corrected	1	O			
4 Functional hearing, normal or corrected	1-10	C			
5 A sense of smell or taste	N/A	N			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	C			
2 Follow Written Instructions	C			
3 Required to sustain concentration (e.g. BOE Appraiser Certification studying & testing)	C			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	C			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	C			
6 Required to direct other staff (e.g. planning, goal setting, performance)	C			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	O			
2 Meet time sensitive deadlines	C			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	N			
5 Required to perform on-call or emergency work	N			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	N			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	C			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	C			
6 Possible legal ramifications associated with work activities or work product	C			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	C			
2 Interactions limited to giving/receiving information	C			
3 Interactions exceed giving/receiving information	O			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	O			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	C			
2 Work Outside	O			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees)	N			
5 Excessive Noise (must raise voice to be heard)	N			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	N			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	N			
10 Grease, oils	N			
11 Acidic, Caustic Solutions	N			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects	N			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
30 Contact with water, other liquids, humid conditions - not weather related	N			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks)	O			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:				

**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:**

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing	N/A	N/A	N/A
2 DOT Commercial Driver Drug and Alcohol Screening	N/A	N/A	N/A
3 DOT Commercial Driver Physical Exam	N/A	N/A	N/A
4 Respirator Physical Exam	N/A	N/A	N/A
5 Respirator Questionnaire – Short	N/A	N/A	N/A
6 Respirator Questionnaire – Standard	N/A	N/A	N/A
7 Blood lead level	N/A	N/A	N/A
8 Hazardous Waste/Emergency Worker physical	N/A	N/A	N/A
9 Heavy metal screen (mercury, lead, arsenic)	N/A	N/A	N/A
10 HINT Hearing Noise Sensitivity Testing	N/A	N/A	N/A
11 Tuberculosis skin test	N/A	N/A	N/A
12 Vaccine: MMR	N/A	N/A	N/A
13 Vaccine: Hepatitis B	N/A	N/A	N/A
14 Vaccine: Influenza	N/A	N/A	N/A
15 Vaccine: Meningococcal	N/A	N/A	N/A
16 Vaccine: Pneumococcal	N/A	N/A	N/A
17 Vaccine: Rabies	N/A	N/A	N/A
18 Vaccine: Rabies Titer	N/A	N/A	N/A
19 Vaccine: Tdap	N/A	N/A	N/A
20 Vaccine: Chickenpox	N/A	N/A	N/A

**PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.**