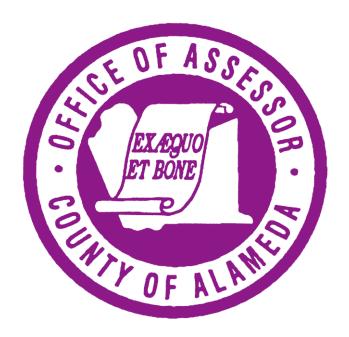
OFFICE OF ASSESSOR

Function & Organization Chart - FY - 2010-2011

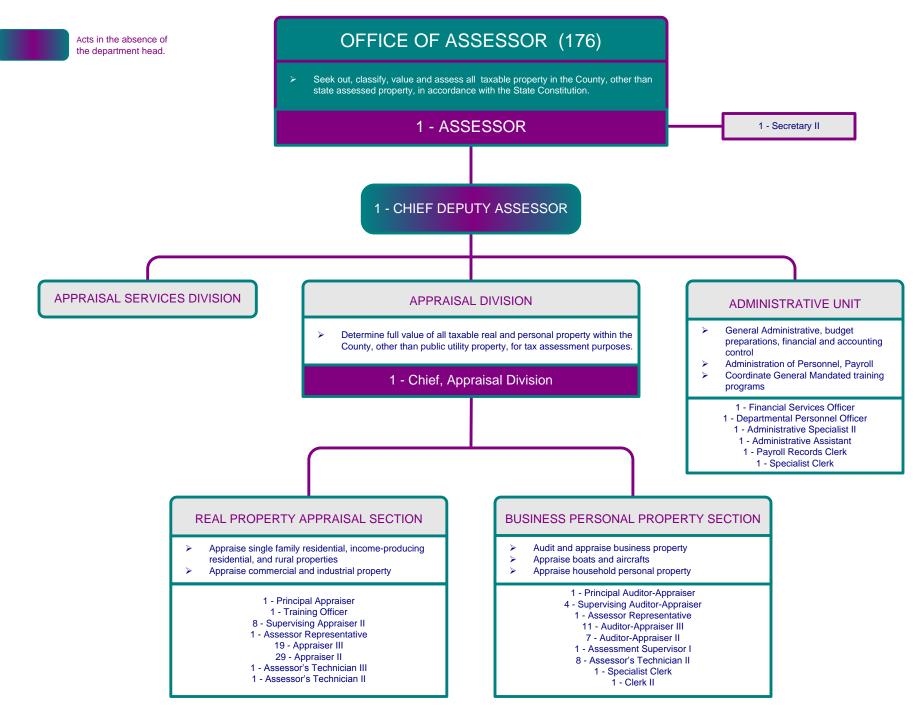


MISSION STATEMENT:

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



APPRAISAL RESOURCES SECTION

- Analysis of real property procedures and computer programs
 - 1 Information Systems Manager
 - 1 Information Systems Analyst
 - 2 Information Systems Specialist
 - 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

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 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

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

APPRAISAL SUPPORT

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