

**DEPARTMENT OF CONSUMER AFFAIRS
TRAINING AND EXPERIENCE EXAMINATION
SENIOR PROPERTY APPRAISER/INVESTIGATOR**

GENERAL INSTRUCTIONS

The Senior Property Appraiser/Investigator examination will consist of the attached Training and Experience Examination (T&E) that will be used to evaluate your experience, education, and training. This T&E is the examination and will account for 100% of your score. It is important that you fill out the T&E completely. Your responses should be an accurate reflection of your experience, education, and training. Questions without a response will not be scored.

How to Submit

Your electronic application, this T&E and any other required documents can be submitted through your account at www.CalCareers.ca.gov. Sign into your profile and apply for the Senior Property Appraiser/Investigator examination for the Department of Consumer Affairs. Add the documents listed in the section below as attachments to your Examination/Employment Application (STD. 678). Or you can mail your complete package to:

Department of Consumer Affairs
Examination Services Unit, Attn: T. Patel
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834

What to Include

In order to apply for and participate in this examination, you must submit a complete examination application package. Missing information may delay the processing or scoring of your examination.

The following documents must be submitted along with your [Examination/Employment Application \(STD. 678\)](#):

- [Affirmation Statement](#)
- [Training and Experience Examination \(T&E\)](#)
- Proof of education, if applicable (copies are acceptable)
- [Conditions of Employment Form](#)

Upon receipt of your completed examination application package, documents become confidential information and are the property of the Department of Consumer Affairs, Examination Services Unit. Please notify us if you have a change of address.

Your Responses Are Subject to Verification

All information provided on your application and T&E is subject to verification at any time. Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the examination eligibility list
- Loss of State employment
- Loss of rights to compete in any future State examinations

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THIS AFFIRMATION MUST BE COMPLETED

Government Code section 18935:

(a) The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:

- (1) Lacks any of the requirements for the examination or position for which he or she applied.
- (2) Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
- (3) Has resigned from any position not in good standing in order to avoid dismissal.
- (4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
- (5) Has been found to be unsuited or not qualified for employment pursuant to rule.

(b) The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

NAME (PRINTED): _____

DATE: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

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Applicant's Name: _____ **Date:** _____

This Training and Experience (T&E) examination will be used to evaluate your experience, education, and training. This is a scored examination and will account for 100% of your rating. It is important to complete the examination accurately. Your responses are subject to verification, and should be an accurate reflection of your experience, education, and training.

SECTION I - MINIMUM QUALIFICATIONS		
Items in this section request information about your minimum qualifications and will be used to determine appointment eligibility. Please answer the following questions by placing an "X" to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience requirement.		
Pattern I	Yes	No
Do you have two years of experience in California state service performing property appraisal duties of a class equivalent to a Property Appraiser/Investigator? (Applicants who are within six months of meeting this requirement will be admitted to the examination but must satisfactorily meet the requirement before they can be considered eligible for appointment.)	<input type="checkbox"/>	<input type="checkbox"/>
Pattern II	Yes	No
Do you have four years of experience preparing formal real estate appraisals, including appraisal reviews? <p style="text-align: center;">and</p> Education: Equivalent to graduation from college, preferably with an emphasis in real estate, finance, business administration, or economics. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.) [Experience in California state service applied toward Pattern II, must include two years performing duties in a class with a level of responsibility not less than that of a Property Appraiser/Investigator.]	<input type="checkbox"/>	<input type="checkbox"/>
License: Must hold in good standing a full license, residential certification or general certification, issued by the Bureau of Real Estate Appraisers. (Applicants who do not hold such a license or certification but meet the education and experience criteria for a real estate appraiser license or certification will be admitted to the examination and may be appointed but must satisfactorily meet the requirement within six months. Failure to do so may be considered evidence of unsatisfactory progress and cause for rejection during the probationary period).		

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Items in the following sections will be scored and used to determine your final rating.

SECTION II – SPECIALIZED EXPERIENCE

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	3-6+ years	7-11+ years	12+ years
1. Knowledge of appraisal methods, techniques, procedures, and terminology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of the Uniform Standards of Professional Appraisal Standards and the application of appraisal practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of the Federal appraisal regulatory relationship to the appraisal industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of the Federal and California appraisal laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to compile information from various documents to summarize into a clear, concise, and cohesive written report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to conduct all work ethically, without bias and with independent judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to conduct complex appraisals, appraisal reviews, or other market analyses and research of real property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ability to identify information, materials, and resources needed to complete projects and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to reason logically and analytically when completing work assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Ability to read correspondence and assess importance relating to source, nature, pertinence, and deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ability to analyze situations accurately and take effective action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Ability to maintain the confidentiality of sensitive and confidential information (e.g., personnel-related issues, appraisals, appraisal reviews, compliance related issues, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ability to use discretion, tact, and diplomacy when responding in writing to the needs, problems, or concerns of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION II – SPECIALIZED EXPERIENCE CONTINUED

Please indicate your years of knowledge and experience in the following areas by placing an "X" in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Knowledge and/or Experience		
	3-6+ years	7-11+ years	12+ years
14. Ability to apply the required knowledge and technique necessary to produce a supportable appraisal, appraisal review, or compliance document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to clearly and concisely articulate sentences and ideas to varying audiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ability to listen and take accurate notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to effectively communicate both verbally and in writing at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ability to develop techniques, methods, and skills required to establish/develop supported conclusions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines for completing assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continue to next page, Section III-Task Experience

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Items in the following sections will be scored and used to determine your final rating.

SECTION III – TASK EXPERIENCE			
Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.			
Areas of Experience	Years of Experience		
	3-6+ years	7-11+ years	12+ years
1. Correctly complete the research and analysis necessary to conduct complex appraisals and/or appraisal reviews to identify deficiencies in appraisal methodology and technique.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Form a supported opinion as to whether the analyses, opinions, and conclusions in the report are appropriate and reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintain and organize up-to-date files to ensure proper support of all data, information, and documentation necessary to validate opinions and conclusions in appraisals or appraisal reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepare and draft comprehensive written documentation based on data collection, verification, and analysis of all information necessary for credible results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Independently conduct market research and perform complex analysis and summarize the information clearly and accurately in an appraisal report or review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Analyze and interpret changes to appraisal policy, standards, and criteria to adopt and implement in appraisal practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Conduct all work ethically, without bias and with independent judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain the confidentiality of sensitive and confidential information (e.g., personnel-related issues, appraisals, appraisal reviews, compliance related issues, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Identify and apply the appropriate appraisal techniques, methods, and skills necessary to develop supported conclusions in complex appraisal and appraisal review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Compile information from various documents to summarize into a clear, concise, and cohesive written report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION III – TASK EXPERIENCE CONTINUED

Please indicate your years of experience in the following areas by placing an “X” in the corresponding column. It is important that you fill out this examination completely. Questions without a response will not be scored.

Areas of Experience	Years of Experience		
	3-6+ years	7-11+ years	12+ years
11. Consult with and/or advise staff and/or appraisal peers on technical issues concerning real estate appraisal methods, techniques, compliance, professional standards and ethics in accordance with the laws, rules, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Perform a variety of complex appraisal assignments with various intended uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continue to next page, Section IV - Education

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SECTION IV – EDUCATION (SELECT ONLY ONE)

Please indicate your *highest* level of completed education by placing an “X” in the corresponding box.

Note: Failure to provide proof of education (copies accepted) will affect the scoring of this section.

Trade school coursework completion

Associate degree

Bachelor's degree

Bachelor's degree in real estate, finance, business administration or economics or a related field.

Master's degree

Master's degree in real estate, finance, business administration or economics or a related field.

DEPARTMENT OF CONSUMER AFFAIRS
CONDITIONS OF EMPLOYMENT FORM 631
SENIOR PROPERTY APPRAISER/INVESTIGATOR EXAMINATION

CANDIDATE NAME: _____
(Please Print)

If you are successful in your examination, your name will be placed on the active employment list and certified to fill vacancies according to the conditions you have specified on this form.

Please complete the section below and return with your Supplemental Application to:

Department of Consumer Affairs
Examination Services Unit
Attn: T. Patel
1625 N. Market Blvd., N-321
Sacramento, California 95834

PLEASE CHECK THE BOX NEXT TO THE TYPE OF APPOINTMENT YOU WILL ACCEPT

- A PERMANENT OR LIMITED TERM – FULL TIME, PART TIME, OR INTERMITTENT**
- C PERMANENT OR LIMITED TERM – FULL TIME ONLY**
- M PERMANENT OR LIMITED TERM – PART TIME OR INTERMITTENT ONLY**
- D PERMANENT ONLY – FULL TIME ONLY**
- K LIMITED TERM ONLY – FULL TIME ONLY**
- R PERMANENT – PART TIME OR INTERMITTENT OR LIMITED TERM – FULL TIME, PART TIME, OR INTERMITTENT**

NOTE: Positions exist in Sacramento County only.

PLEASE NOTIFY THE DEPARTMENT OF CONSUMER AFFAIRS EXAMINATION SERVICES UNIT
PROMPTLY OF ANY CHANGES IN YOUR ADDRESS.