Assessment Appeals Board Members/Hearing Officers

PURPOSE: Sits as the County's Local Board of Equalization to allow taxpayers the opportunity to challenge the assessment of their property placed on the roll by the County Assessor.

FUNCTION: As a 3-member panel or as a single hearing officer, hears and decides property assessment disputes filed by residential and business tax payers. Based upon proper evidence received, equalizes the assessed value of properties, makes determinations of law and considers abatement of penalties subject to timely filed appeals. Assessment Appeals Board Members can also serve as independent Hearing Officers to consider single family residential appeals.

QUALIFICATIONS: Must be licensed or certified by the State of California as a Public Accountant, CPA, Attorney, Appraiser or Real Estate Broker for a period of 5-years and must maintain their qualifications throughout their term of office. You must also be a resident of Orange County.

TERM OF OFFICE: Three-year term.

OTHER MANDATES: Participant is required to file a Conflict of Interest Code Statement, must abide by the County's Code of Ethics and Gift Ban Ordinance; must attend quarterly trainings prepared by the Clerk of the Board or the State Board of Equalization.

TIME COMMITMENT: Assessment Appeals Boards and Hearing Officers meet Monday through Thursday and normally begin at 9:00 a.m. Panels of 3 are randomly selected to serve and normally serve 3-5 half days (9:00 a.m.-1:00 p.m.) per month. The Clerk of the Board can accommodate special scheduling to accommodate business activities, vacation schedules, etc. All hearings are conducted in the Old County Courthouse, downtown Santa Ana

COMPENSATION: Members are paid $125 for each half day session or $150 for each calendar if acting independently as a Hearing Officer. Parking is also paid for meeting and training attendance.

LETTERS OF INTEREST SHOULD BE SUBMITTED TO:

Susan Novak
Clerk of the Board
333 W. Santa Ana Blvd., Suite 465
Santa Ana, CA 92701

Please include:

- ☑ Your name, business and/or home address and phone numbers where you can be reached.
- ☑ Your city of residence
- ☑ A current resume showing that you meet the minimum requirements

For additional information, feel free to contact:

Clerk of the Board
Pat Martinez,
Assessment Appeals Division Manager
714.834-2206, or 714.834-2331