



## San Bernardino County Assistant Assessor

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|---------------------|--------------------------------------------------------------------------------------------------------|---------------------|-----------------------------|
| <b>SALARY</b>       | \$71.23 - \$100.92 Hourly<br>\$12,346.53 - \$17,492.80 Monthly<br>\$148,158.40 - \$209,913.60 Annually | <b>LOCATION</b>     | San Bernardino, CA          |
| <b>JOB TYPE</b>     | Full-time                                                                                              | <b>JOB NUMBER</b>   | <a href="#">26-01280-01</a> |
| <b>DEPARTMENT</b>   | Assessor-Recorder-County Clerk                                                                         | <b>OPENING DATE</b> | 09/12/2026                  |
| <b>CLOSING DATE</b> | 9/25/2026 5:00 PM Pacific                                                                              | <b>FLSA</b>         | Exempt                      |

### The Job



The **Assessor-Recorder-County Clerk (ARC)** is seeking a motivated and dedicated individual to join its executive leadership team. If you are a results-driven team player interested in serving the citizens of San Bernardino County, then the Assessor's office invites you to apply for **Assistant Assessor**. This position assists in planning, organizing and directing the operation activities of the Valuations and Assessment Services Divisions of the Assessor-Recorder-County Clerk's Office, including real property and business personal property valuations, assessment roll processing, appeals, and special properties valuations.

This position will be primarily responsible for:

- Assist in preparing, presenting, and administering the annual operating budget for the Assessor-Recorder-County Clerk's Office.
- Analyzes proposed and new legislation to determine impact on Assessor-Recorder-County Clerk's operations; recommends course of action for the Assessor-Recorder-County Clerk's Office; interpreting various laws, rules and

regulations and determining their applicability to specific circumstances; formulating legislative proposals for inclusion in the County's legislative program; analysis and implementation of Board of Equalization rules.

- Conducts special research studies and presents findings to the Assessor-Recorder-County Clerk and departmental staff; develops policies and procedures as required; recommends and justifies organizational changes as required.
- Administrative oversight within the Valuations Division which appraises all taxable property in the County for assessment purposes.

### ABOUT THE DEPARTMENT

The **County Assessor** is responsible for identifying and appraising all taxable real and personal property within San Bernardino County. This includes maintaining accurate ownership records, determining property values in accordance with state laws, and administering property tax savings programs such as the Homeowners Exemption, Veterans Exemption, and Proposition 13 protections. The Assessor plays a critical role in ensuring a fair and equitable property tax system by preparing the annual assessment roll, reviewing new construction and changes in ownership, and assisting the public with inquiries and assessment appeals.

The **County Clerk** serves as the official custodian of public filings in San Bernardino County. This division is responsible for issuing oaths of office, providing public and confidential marriage licenses, filing fictitious business name statements, registering notary public and offering many other services. Additionally, the County Clerk performs civil marriage ceremonies and, upon request, provides non-confidential records in accordance with California law. With an emphasis on transparency and service, the division ensures that residents have timely, secure, and accurate access to essential records.

The **County Recorder** serves as the official record keeper for San Bernardino County. This office is responsible for recording, preserving, and providing access to vital documents that affect property ownership and other important records. Responsibilities include the recording of property deeds, liens, marriage licenses, and maps. Additionally, the Recorder maintains and issues birth, death, and marriage certificates upon request. The Recorder ensures that all documents are properly indexed and archived to maintain the integrity of the records. Through secure systems and public access tools, this division protects the integrity of both real property and identity records while promoting transparency and legal accuracy.

### EXCELLENT BENEFITS

To review job-specific benefits, refer to: [Summary of Benefits \(Download PDF reader\)](#) and the [County Exempt Employee Compensation Ordinance \(Download PDF reader\)](#).

The County also offers an alternative [Modified Benefits Option \(MBO\) \(Download PDF reader\)](#) that provides a wage differential.



**Paid Time Off**



**Health & Wellness**



**Professional  
Development**



**Tax Savings Plan**



**Work-Life  
Balance**



**Retirement**

## Desired Qualifications

The **ideal background** for this position consists of a combination of education, certification and/or experience commensurate with its responsibilities, and may include an accredited Bachelor's degree; Advanced Appraiser's Certificate issued by the California State Board of Equalization; and/or progressively responsible experience that includes appraising commercial-industrial properties for tax assessment purposes.

Additionally, **the ideal candidate** will possess the following:

- **Strategic Delegation & Team Leadership:** Efficiently assign assessment tasks, audit schedules, and property appraisal workloads across appraisal staff to meet strict statutory appraisal deadlines.
- **Timely Response & Risk Mitigation:** Promptly evaluate and resolve complex taxpayer inquiries, formal assessment appeals, and urgent legislative changes to maintain public trust and administrative compliance.
- **Assessment & Valuation Expertise:** Possess deep functional knowledge of property tax laws, local assessment regulations, ownership transfer rules, and standardized valuation methodologies.
- **Organizational Navigation & Inter-Agency Collaboration:** Navigate County bureaucracy and inter-departmental workflows, collaborating closely with the Board of Equalization, County Counsel, and Auditor-Controller offices.
- **Governance & Ethical Standards:** Demonstrate strong political acumen by navigating complex organizational dynamics with insight, diplomacy, and ethical clarity, building alignment, fostering trust, and guiding stakeholders toward balanced, principled decisions.
- **Analytical & Financial Leadership:** Utilize sound financial awareness and data-driven analytical skills to evaluate complex commercial valuations, resolving high-value property tax disputes while safeguarding county revenue integrity.
- **Executive & Stakeholder Communication:** Deliver clear, credible presentations to elected officials, the Board of Equalization, executives, and department heads, articulating intricate appraisal methodologies and policy rationale in high-stakes environments.
- **Collaborative Teamwork & Decision-Making:** Foster a cooperative leadership environment across multidisciplinary teams to implement innovative workflow strategies while making firm, principled decisions aligned with statutory compliance and public interest.
- *Possession of a permanent **Appraiser's Certificate issued by the California State Board of Equalization** or obtain within twelve (12) months.*

## Selection Process

Qualified candidates are invited to apply online at:

[www.sbcounty.gov/jobs](http://www.sbcounty.gov/jobs)

OR

submit a detailed resume and cover letter to:

[ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov)

The most highly qualified candidates will be referred to the appointing authority for further consideration.

**HOW TO APPLY:**

Please apply by **5:00 pm on September 25, 2026**

For Additional Information Contact:  
Rachel Guerra, Human Resources Analyst  
[Rachel.Guerra@hr.sbcounty.gov](mailto:Rachel.Guerra@hr.sbcounty.gov)

EEO/ADA

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**Employer**

San Bernardino County

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