



Job Description

TITLE: Residential Appraisal Manager	JOB CODE: 2235
DEPARTMENT: County Assessor	FLSA: Non-Exempt
PREPARED: June 20, 2013	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under limited supervision, organizes and manages the residential appraisal staff; reviews work and ensures that all property valuations are accurate and in compliance with New Mexico regulation; analyzes real property records and transactions; appraises residential and vacant property in the field; conducts economic surveys relating to construction trends, employment trends, mortgages and related issues.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Oversees and manages the residential appraisal process; supervises assigned staff; prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required.
- Conducts field appraisals of residential and vacant land; updates files, records and computer systems; ensures values comply with New Mexico laws and regulations.
- Updates property records to ensure they are consistent with market values; using local sales and building permit list to locate new construction, additions and demolitions.
- Calculates improvement values using cost valuation, income valuation and market valuation components of the computer assisted mass appraisal (CAMA) system.
- Evaluates residential values using local sales to ensure that the ratio between the assessed values and the sales prices are within acceptable standards.
- Measures buildings, concrete and paving using a measuring tape or wheel; draws layout of improvements with all necessary property information for input to the CAMA system.
- Reviews chain of title by examining real estate contracts, warranty deeds and related information to ensure proper contact with the property owner; checks plat maps with legal descriptions to ensure correct improvement and property location; verifies address.
- Classifies and determines the quality of improvements to ensure proper square foot valuations.
- Reviews Marshall & Swift valuation manual to determine appropriate modifications to base values.
- Applies market analysis to build the market valuation models for residential property.
- Reviews taxpayer protests to ensure fair and accurate appraisals.
- Prepares and assists in preparing full appraisal reports for protest hearings.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of Federal and State rules and regulations governing appraisal practices.
- Knowledge of building construction, costs, materials, topography and financing.
- Knowledge of economic and statistical principles.
- Knowledge of supervisory principles, practices and methods.

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Residential Appraisal Manager

- Skill in effectively supervising, leading, and delegating tasks and authority.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in data gathering and analysis.
- Skill in communicating effectively, both orally and in writing.
- Skill in implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer, MS Office and specialized software including Realware and Apex.

Education and Experience:

- High School diploma or GED equivalent and three (3) years of appraisal experience/training.
- New Mexico Certified Appraisal Certificate from NMTRD, including successful completion of four (4) IAAO courses.
- Valid State of New Mexico Driver's license or able to obtain within six (6) of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and a field environment; may be subject to outdoor weather conditions; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting in measuring and evaluating property.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment and field measuring tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____