



Job Description

TITLE:	Appraiser II	JOB CODE:	4301
DEPARTMENT:	County Assessor	FLSA:	Non-Exempt
PREPARED:	November 2005		
UPDATED:	August 31, 2020	LOCATION:	Aztec, NM

Summary: Under general supervision, analyzes real property records and transactions; appraises residential property in the field; classifies property into appropriate categories; conducts economic surveys relating to construction trends, employment trends, mortgages and related issues; assists in training more junior appraisal staff.

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.*

- Conducts field appraisals of residential property; updates files, records and computer systems; ensures values comply with New Mexico laws and regulations.
- Assists in resolving taxpayer protests of property values to ensure fair and accurate appraisals.
- Updates existing property records to ensure they are consistent with market values; uses building permit list to locate new construction, additions and demolitions; schedules these for field review and assessment.
- Calculates improvement values using the market adjusted Realware valuation system.
- Calculates improvement values using local sales to ensure that the ratio between the assessment values from Realware and the local values are in line with the market.
- Assists in preparing full appraisal reports for protest hearings.
- 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 additions and deletions to base values.
- Begins to learn to classify and appraise commercial real property using the Marshall & Swift Manual, Realware and the income approach to valuation.
- Assists in the training and development of more junior appraisal staff.
- 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.

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Appraiser II

- Skill in data gathering and analysis.
- Skill in communicating effectively, both orally and in writing.
- Skill in organizing and prioritizing work to meet established deadlines.
- 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, Gateway, Fieldware, Apex, Taz, Cris+ and Volo View.
- Skill in working independently or as a team member.

Education and Experience

- High School diploma or GED equivalent and two (2) years of appraisal experience/training.
- Successful completion of IAAO course 102 Income Approach to Valuation.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months 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.

Equipment and Tools Utilized:

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

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____