



## Job Description

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<b>TITLE:</b> Appraiser I	<b>JOB CODE:</b> 4302
<b>DEPARTMENT:</b> County Assessor	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Clerical
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> YES	

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**Summary:** Under general supervision, analyzes real property records and transactions; appraises residential and mobile home property in the field; classifies property into appropriate categories; conducts economic surveys relating to construction trends, employment trends, mortgages and related issues. Ascertain property values for individual property appraisal, using cost and market approaches to property value; maintains the computer assisted mass appraisal (CAMA) system.

**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 and mobile home 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.
- Calculates improvement values using the market adjusted CAMA valuation system.
- Calculates improvement values using local sales to ensure that the ratio between the assessment values from the CAMA system 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 quality of improvements to ensure appropriate square foot valuations.
- Reviews the Marshall & Swift Manual for the appropriate additions and deletions to the CAMA system base values.
- 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.
- 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.

## Job Description

### Appraiser I

- Skill in the use of a personal computer, MS Office and specialized assessment software including Apex, the CAMA system, and Geographic Information Systems (GIS), including pictometry, parcelmap, connect explorer, and field appraiser.
- Fulfills and maintains the goals, standards and objectives of the Assessor's Office and San Juan County.
- Learns and stays abreast of current and proposed statutory regulations and requirements, technologies, valuation methods, and market conditions.
- Skill in working independently or as a team member.

### Education and Experience

- High School diploma or GED equivalent and one (1) year of property valuation work experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.
- Successful completion of one New Mexico certification qualified class from the International Association of Assessing Officers (IAAO) within first year of employment.
- Successful completion of a second New Mexico certification qualified class from the IAAO is required within two years 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:** \_\_\_\_\_