



Job Description

TITLE: Personal Property Appraiser	JOB CODE: 4310
DEPARTMENT: County Assessor	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Clerical
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision, ensures the accuracy of assessment records for all business personal property, farm equipment, livestock and State assessed property that are subject to valuation for property tax purposes; enters water company billings for tax roll.

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.*

- Assists the public with all inquiries on personal property, farm equipment and livestock subject to property tax assessment.
- Receives and evaluates filing of all personal property, farm and livestock statement forms; receives and evaluates personal property listings and determines assessment values from these listings.
- Enters all values for personal property, farm and livestock into the computer assisted mass appraisal (CAMA) system; ensures the complete accuracy of all information recorded for each account.
- Assists the public with electronic filing of personal property, farm equipment and livestock forms.
- Audits personal property statements and livestock farm reports along with all supporting documents; checks to see that all lines are filled out properly and the amounts rendered are consistent with past years or the general industry standard.
- Audits business entities at any time when something looks out of the ordinary, incomplete, contradictory, unusual or not reported; defend valuations during any kind of protest.
- Coordinates with the CAMA Database Administrator to ensure that the proper forms are sent to property owners at various times throughout the year.
- Researches different resources and works with the Senior Appraiser to identify any new businesses within the County and to add these businesses to the tax rolls.
- Receives, evaluates and enters into the CAMA software the accounts for all State assessed property; works with the State Property Tax Division to ensure that all businesses within the County that are under the State assessed guidelines are properly assessed.
- Reviews deeds for any changes in property involving various water districts; ensures that the proper water districts receive copies of these deeds; ensures that the water fee is split to the new property.
- Receives and inputs all fee information from each water district every year; ensure that the CAMA system balances to each water district.
- Maintains all forms received from the public and the water districts in a manner that is easy to research.
- Stays current with the laws and regulations governing the assessment of personal property, farm and livestock valuation.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of statutes and regulations governing the value of personal property.
- Knowledge of State laws, regulations and procedures regarding personal property.

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Personal Property Appraiser

- Knowledge of basic accounting and tax preparation principles and practices.
- Knowledge of appraisal policies and practices.
- Knowledge of the types of equipment is generally used in businesses.
- Skills in researching information and maintaining records of personal property values.
- Skill in reading and understanding legal descriptions, maps and plats.
- Skill in understanding and interpreting bills of sale, leasing contracts and related documents.
- Skill in interpreting and applying complex legal and technical documents.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- 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, Taz, Cris+ and Volo View.

Education and Experience

- High School diploma or GED equivalent and two (2) years of appraisal experience.
- New Mexico Certified Appraisal Certificate.
- 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.
- 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.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____