



## Job Description

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<b>TITLE:</b>	<b>Appraisal Clerk II</b>	<b>JOB CODE:</b>	4335
<b>DEPARTMENT:</b>	County Assessor	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	November 2005	<b>UPDATED:</b>	August 31, 2020

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**Summary:** Under general supervision, proofs the appraiser's data entry into Realware and Apex; assists as need in the conversion of data from the old systems into Realware; assists the public in scheduling appointments with appraisers; assists field appraisers as needed; assists in training more junior 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.*

- Proofs residential appraiser's data entry into Realware and Apex using field drawings, field worksheets and notes.
- Answers the phones and assists property owners with questions and appointment scheduling.
- Assists in data entry training for new residential appraisers through the proofing process; informs Chief Appraiser of any areas where an appraiser needs additional training with data entry.
- Converts property records into Realware and Apex.
- Assists appraisers in the office with preparation of maps, worksheets and other documentation necessary to complete field inspections.
- Assists appraisers in the field as necessary; measures improvements; takes pictures; reads maps; drives and performs other duties as assigned.
- Assists other office staff as necessary.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the Marshall & Swift Valuation manuals.
- Knowledge of Assessor's office valuation procedure manuals.
- Knowledge of customer service methods and techniques.
- Knowledge of County policies and procedures.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in defining problems, identifying solutions and selecting appropriate solution.
- Skill in entering data accurately and proofing results.
- Skill in filing and maintaining accurate records.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in keyboarding and the use of a personal computer, MS Office and specialized software including Realware, Apex, Taz, Cris+ and Volo View.
- Skill in communicating effectively, both orally and in writing.

**Job Description**

Appraisal Clerk II

**Education and Experience**

- High School Diploma or GED equivalent and two (2) years of experience in a related field.
- 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 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:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____