



## Job Description

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<b>TITLE:</b> Appraisal-Appeals Clerk	<b>JOB CODE:</b> 4345
<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 of the Quality Control Supervisor, assists the appraisal department in preparation for the appeals process; proofs the appraiser's data entry into the Computer-Assisted Mass Appraisal (CAMA) System and verifies property records are accurate, equitable, and in compliance with state and federal regulations.

**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.*

- Coordinates work with the Quality Control Supervisor; assists in logging, tracking, and updating the status of appeals as required. Creates protest hardbound booklets for hearings.
- Answers the phone and assists property owners with questions and appointment scheduling.
- Proofs residential, commercial, and personal property appraiser's data entry into CAMA System using field drawings, field worksheets, rendition forms, and notes.
- Converts/verifies property records into CAMA System.
- 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 in the entry of building permits from both the City of Farmington and the County building inspectors into the CAMA system; may perform field work to locate permits when addresses are unclear.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of 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, 10-key calculator, MS Office Suite, and specialized software including Computer-Assisted Mass Appraisal (CAMA) System and Mapping software.
- Skill in communicating effectively, both orally and in writing.

**Job Description**

Appraisal-Appeals Clerk

**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.
- 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:**

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