



# Rio Arriba County

## JOB DESCRIPTION VACANCY

### FIELD APPRAISER I

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<b>DEPARTMENT:</b>	ASSESSOR'S OFFICE
<b>PRIMARY LOCATION:</b>	ESPANOLA
<b>SALARY CLASSIFICATION:</b>	C-04 PER SCHEDULE
<b>SALARY:</b>	\$18.06 TO 23.25 / 37,560 TO 48,360
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	10 OCTOBER 23

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a 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 duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

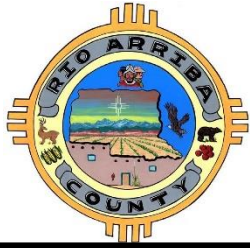
#### **Primary Summary:**

Under general supervision of the Senior Chief Appraiser or designee, Field Appraiser I will conduct on-site inspections, verifies measurements, property characteristics and update the Assessor's database and Computer Assisted Mass Appraisal (CAMA) system. Assist appraisal staff in establishing real property and personal property values for ad-valorem tax purposes, in accordance with the NM property Tax Code. All duties will be performed under minimal supervision. Maintains confidential of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Duties and Responsibilities:**

- Uses computers and computer software and programs utilized by the Assessor's office for the purpose of entering, storing, retrieving, updating data relevant to appraisal and assessment of land, residential, commercial, and industrial property for ad valorem tax purposes.
- Researches, gathers, and analyzes related data in CAMA system, property files including sketches and documentation related to the type of construction, effective age, depreciation, remodeling, additions and deletions.
- Plans and conducts inspections to evaluate for real and personal property in the office and in field to obtain current property attribute and characteristic findings for



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valuation modeling and sales ratio studies.

- Electronically sketches parcels to scale; enters sketch Data into the Assessors database.
- Performs on-site appraisals and/or mass appraisals to accurately assess property values throughout the county utilizing the accepted appraisal technique methods. (Cost, Market, and Income approach).
- Performs on-site inspections of new construction permits, property sales, property splits or lot consolidations to gather sufficient data to assist in determining appropriate property value.
- Reviews and qualifies agricultural land applications for current and future land classification status in accordance to state statute and office policies.
- Interprets a variety of real estate documents, such as surveys, deeds, real-estate contracts, building plans, permits, and sales affidavits.
- Works independently and in conscientious manner to determine market value in property valuation for assigned designated appraisal area.
- Assists in determining market values for land, residential, commercial, industrial, and tax delinquent properties.
- Provides support and participates in property protest from initial inquiry up to formal hearings. Provides written and oral defense of Assessor's valuations.
- Handles complex public inquires, concerns, appeals, and not limited to coordinating an organized informal and formal protest with property owners for on-site appointments for property appraisal matters.
- Prepares documentation and defends valuation for all property assessments and hearings; completes written reports on hearings to the Valuation Protest Board and County Board of Commissioners in accordance with the New Mexico State Statutes.
- Ensures exceptional customer services by promoting a positive image of the County Assessor's Office.
- Remains current with assessor/appraisal programs and new technology.
- Contributes to a team effort.
- Performs other duties as assigned or required.
- Maintains confidential of all privileged information.

#### **Minimum Qualifications:**

- High School Diploma and/or GED.
- Must successfully complete a background investigation
- Must not be convicted of a felony



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- Must successfully pass a drug screening

#### **Preferred Qualifications:**

- Must have or obtain "New Mexico Appraiser I" Certificate within one year of employment and maintain thereafter, provided by the State of New Mexico.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the New Mexico State Statutes referenced by Property Tax Code, rules and regulations. Uniform Standards of Professional Appraisal Practices and the Code of Ethics of the International Association of Assessing Officers.
- Operates county vehicles in compliance with county policies.
- Knowledge and understanding of property valuation and assessment principles, process and procedures.
- Knowledge in appraisals for Residential, Non-Residential and Commercial real estate properties.
- Knowledgeable with Market Analysis and Highest and Best Use.
- Ability to establish effective and tactful working relationships with co-workers and the public in communicating a courtesy and professional manner both verbally and in writing.
- Skill in operating various word-processing, spreadsheet creation, software programs. Excel, Windows, etc...
- Ability to act in an independent and conscientious manner using sound judgement to develop and maintain professional relationships with individuals of various social and cultural background as well as co-workers at all levels.
- Ability to deal with controversial matters and to maintain confidentiality in a trustworthy manner.
- Ability to focus, attention to detail and ensure no mistakes in calculation.
- Ability to multi- task and meet deadlines in planning and scheduling.
- Ability to communicate effectively, both orally and in writing.

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds. If an item is over forty (40) pounds, lifting shall be done by two or more County staff members.



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#### **Work Environment/Conditions**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available for planned and emergency maintenance and to provide customer support 7x24x365 for enterprise computing and software environments and in the event of County emergencies outdoors.

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#### **County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:**

- Demonstrate regular and reliable attendance
  - Work well with others and participate fully in a team-oriented environment
  - Interface with other employees and customers in a courteous and respectful manner
  - Project positive support of their department and all county organizations at all times
  - Maintain and enhance the county's commitment to customer service excellence
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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

#### **Conditions of Employment:**

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.



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Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:

[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

*Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

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