



Rio Arriba County

JOB DESCRIPTION VACANCY

FIELD APPRAISER I

DEPARTMENT:	ASSESSOR'S OFFICE
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	C-04 PER SCHEDULE
SALARY:	\$ 18.06 TO \$ 23.25 HOURLY / \$37,560 TO \$48,360 ANNUALLY
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	07/2023

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, the Field Appraiser I, will conduct on-site inspections, verify 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.

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 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)



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- 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
- Performs other duties as assigned or required
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

Minimum Qualifications:

- High School Diploma and/or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

Recommended Qualifications:

- Ability to operate a county vehicle in compliance with county policies
- Skill in operating various word-processing, spreadsheet creation, software programs; such as Excel, Windows, etc.
- Ability to work with minimal general supervision
- Compassion and ability to work with the elderly and others



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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
- 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 professional manner both verbally and in writing
- 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 focus, attention to detail and ensure no mistakes in calculation
- Ability to multi- task and meet deadlines in planning and scheduling
- Ability to deal with controversial matters and to maintain confidentiality in a trustworthy manner

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 fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly and for extended periods of time. The employee may also need to go outside in all kinds of weather and travel to various locations. 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.



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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

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 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 (30) days of the date of hire as a condition of continued employment.

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

JobApplications@rio-arriba.org

*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*
