



VALENCIA COUNTY JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

Position:	APPRAISER I
Department:	Assessor's Office
Pay Status:	FLSA-Non-Exempt
Classification:	Classified
Pay Range:	DOQ
Date Posted:	

JOB SUMMARY:

Conducts appraisals of new and modified residential properties within a specified area of Valencia County to establish property values for tax purposes, in compliance with an established principles, guidelines, regulations, and procedures. Advises and assists the work of trainees/appraisers as appropriate.

DUTIES AND RESPONSIBILITIES:

1. Performs on-site inspections of new construction and existing property improvements to assist in the assessment of properties and to gather sufficient data to assist in determining appropriate value for tax purposes.
2. Determines value of property and relevant assets, utilizing established residential property valuation techniques, methods, practices and systems.
3. Establishes and maintains database records for residential appraisals conducted, maintains property record cards.
4. Interprets maps, plats, building permits, and related records and documents to identify, locate, and classify properties.
5. Establishes and maintains database records for residential appraisals conducted, maintains property record cards as appropriate.
6. Responds to various public inquiries as they relate to county property valuations, livestock, and/or other customer concerns.
7. Assists in preparing sales ratio studies as appropriate to determine market value of land and real estate to reflect current and correct market value.
8. Remains current in residential property development, and building construction methods and technology.
9. Performs re-appraisals of properties.
10. Prepares documentation on property valuations for informal hearings; prepares written reports for formal protest hearings before the State Protest Board.
11. Performs miscellaneous job-related duties as assigned.
12. Under supervision of Appraiser III, Certified Appraiser IV and Chief Appraiser.

VALENCIA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

High School or GED certificate and at least 1 year of experience that is directly related to the duties and responsibilities specified.

Successful completion of one or more Appraisal courses provided by the IAAO, as appropriate to individual position requirements within two years from date of hire.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Sound working knowledge of standard residential property assessment and valuation methods, processes, procedures, and techniques.
- Knowledge of state laws, rules and regulations governing residential property valuation and assessment.
- Basic knowledge of blueprints and statutory property documentation.
- Knowledge of custom, manufactured, and modular home construction methods and standards.
- Ability to read and interpret maps.
- Strong interpersonal skills and ability to work effectively with a wide range of constituencies.
- Ability to gather data, compile information and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to provide technical assistance to technical and non-technical persons.
- **LICENSURES AND CERTIFICATIONS REQUIRED:**
- State designation as an Appraiser Level I or higher with minimum 1 year experience.
- Valid New Mexico driver's license.
- **OTHER CONDITIONS OF EMPLOYMENT:**
- Must efficiently, effectively, and dependably perform the physical and mental essential functions of the position and adapt to working conditions necessary to achieve desired results and objectives.
- No history or pattern of reckless driving, major moving violations, DWUDUI or irresponsible driving in the last three years.
- No history of felony or any convictions involving moral turpitude, violence, distribution of controlled substance or dishonesty.

WORKING CONDITIONS:

Work involves moderate exposure to elements such as extreme temperatures, dirt, dust fumes, smoke, unpleasant odors, and/or loud noises.

Requires handling of average-weight objects up to 10 pounds, some standing and walking.

No or very limited exposure to physical risk.

PRE-EMPLOYMENT REQUIREMENTS:

- 1) Interview
- 2) Criminal record check.
- 3) General employment background check.
- 4) Driving record check.
- 5) Pre-employment physical and drug test.

I hereby affirm that I have received a copy of the positions specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described herein, and I agree to execute my duties and responsibilities in a conscientious, responsible, and reliable fashion to the extent practical.

Application: _____

Date: _____

Date of Implementation: September 15, 2006