

**COUNTY OF LINCOLN  
Job Description Form**

**Division/Department:** County Assessor

**Job Title:** Appraiser

**Reports to:** County Assessor

**Level/Grade:** 24

\$16.3670 Probation

\$17.1853 after probation

**Type of position:**

- Full-time
- Part-time
- Temporary/Seasonal
- Emergency Hire
- Grant/Contract

**Hours** 40 /Week

- Classified
- Unclassified

**General Description:**

Establish real estate values for residential, nonresidential and commercial properties; use county maps to locate property to be assessed; assist co-workers in assessing every property within the county once every year; establish property grades, based on quality of construction, and determine proper appreciation or depreciation of structures and/or land. Such evaluations are based on considerations such as land use for livestock, presence of flood controls and irrigation, type of construction, construction additions, property, square footage of structures, utilities available, topography of property, streets and accessibility, and other related details. The employee prepares sales ratio reports in an effort to determine actual sales value of land and real estate; sketch buildings, take measurements, and enter all information pertaining to an appraisal on property record cards and into computer system. The employee must testify before hearing boards in the event of protest concerning real estate values assigned; as needed, perform research on valuation and tax notice values of property; and conduct market analysis to determine property value. The employee must be able to apply mathematical knowledge in taking measurements and in maintaining appraisal records; must be able to accurately estimate the value of real estate and property, combining mathematical knowledge, as well as knowledge of construction and real estate; and must remain up to date concerning types of construction as well as other factors affecting the value of real estate or property. The employee must get along with co-workers, supervisors, customers and the public at large. The employee must perform all duties with minimal supervision; may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned. Expected to pass four(4) IAAO Appraisal Courses in order to obtain NM Certified Appraisal Licensure.

**Education/Work Experience/Certification/Training Requirements/Abilities/Skills:**

- High school diploma or GED certification, plus three years' experience in appraising, assessing or reevaluating real and personal property.
- Certification by the International Association of Assessing Officers (IAAO) preferred.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Must have working knowledge of computers and understand basic programs. Ability to make technical computations, draw land sketches, obtain and analyze data affecting property values and make estimates based on such data. Familiarity with computer-assisted mass appraisal system and other assessment-related applications.
- Extensive knowledge of modern theories, principles, methods and techniques of estimating real and personal property values for assessment purposes. Extensive knowledge of the laws governing the valuation and assessment of real and personal property. Knowledge of local property values and construction costs. Knowledge pertinent to laws relating to ownership and appraisal methods and techniques, the use of legal descriptions, maps, and the operation of various office equipment.

**Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:**

- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Exposure to high and low temperatures; seasonal conditions. Exposure to electro-magnetic radiation as in computer screens.
- Telephone, calculator, AS/400 and personal computer terminal/keyboard and printer, mapping computer, photocopy machine, typewriter, drafting tools, and other related office machines.
- Various measuring devices, writing utensils, blueprints, and architectural scales for sketching of property.
- Materials used in performance of office duties include property record cards, deeds, real estate contracts, and various other documents.
- Potential work hazards include frequent driving of county vehicle, and climbing and descending staircases, and an occasional ladder.
- Traveling Mountain Terrain

**Comments on Physical Requirements:**

Must be mobile and able to perform difficult manipulative skills. Able to see objects closely as in reading a report and able to discriminate colors as in vehicle or house color. Able to hear normal sounds with some background noise as in answering telephone and able to communicate through human speech. Able to concentrate on fine detail with some interruption and needs to attend to task/function for 45-60 minutes at a time. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

**Approved by: Paul Baca**

**Date Posted:** August 24, 2015

**Date Hired:** \_\_\_\_\_

**Employee Declaration:**

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_