

COUNTY OF LINCOLN
Job Description Form

Division/Department: County Assessor

Job Title: Re-Appraisal Clerk

Reports to: County Assessor/Chief Appraiser

Level/Grade: 22

22 1P- \$16.8579 Probation

22A- \$17.7009 After Probation

Type of position:

Full-time

Part-time

Temporary/Seasonal

Hours 40 /Week

Classified

Unclassified

General Description:

Employee will serve in a position that is responsible to the County Assessor and Chief Appraiser. This position requires extensive knowledge in developing and maintaining spreadsheets using Microsoft Office programs. Employee must have appraisal experience, mapping skills and must be able to perform appraisals. Duties include: Creating and maintaining sales ratio reports, residential sales reports, valuation reports, short-term rental reports, manufactured home reports and commercial sales reports. Create and maintain spreadsheets to track local and state building permits. Create and maintain the following reports for the Assessor: All information pertaining to the annual certification of valuation. All information pertaining to the annual abstract report. Developing and maintaining spreadsheets to track all information pertaining to protests, including scheduling. Responsible for providing tax estimates requested by realtors. Process information/IPRA requests in a timely manner. Process tax roll changes to the Treasurer's Office and maintain accurate in-office files. Will be required to work closely with GIS Director in the valuation of all properties that have been replatted. Employee will be required to utilize Arial Pictometry software to reinspect all parcels in Lincoln County, ensuring that all improvements are accounted for and assessed properly. Employee will be responsible for appraising all improvements using CAMA system or Marshall & Swift commercial estimator. Must maintain and provide listing of all properties to be field inspected to appraisers.

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

- Extensive knowledge and experience in the use of Excel and other Microsoft Office programs.
- High school diploma or GED certification
- Appraisal experience required
- Employee will be expected to obtain certification by the International Association of Assessing Officers (IAAO).
- Knowledge of laws pertinent to appraisal and ownership of land and real estate, appraisal theory and techniques, legal descriptions in common use, and an understanding of the mapping system; able to operate office equipment relative to work, such as calculator, computer and peripheral equipment.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Knowledge of CRT terminal and understand basic office programs.
- Knowledge of principles and practice of real estate appraisal, pertinent laws and ordinances, mathematical and statistical tools used in real property appraisal.
- Ability to deal tactfully and courteously with property owners and the public.

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 electromagnetic radiation as in computer screens.
- Telephone, calculator, AS/400 and personal computer terminal/keyboard and printer, mapping computer, photocopy machine, telefax 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.

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: Walter Hill

Date Posted: August 26, 2020

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: _____

