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County Assessor

JOB CODE	JOB FAMILY	PROFILE
JCCA01	**Executive Management**	**County Assessor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**September 15, 2026**

The County Assessor is under general supervision, of the section supervisor or designee, perform commercial and residential assessments and appraisals of land, real-property, mobile home properties and business personal property utilizing accepted property appraisal methods and computer-assisted mass appraisal (CAMA) format which requires detailed research, effective decision-making, accurate and timely execution of assigned appraisals.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts commercial and residential assessments and appraisals of land, real-property, mobile home and business personal property utilizing accepted property appraisal methods and CAMA format.
- Compares buildings and sales of similar properties to develop market valuation for appraisals.
- Performs data collection which includes but is not limited to: measuring and drawing basic property dimensions and collecting descriptive and analytical information with respect to area of responsibility.
- Determines land values and utilize digitized land-based maps for equalization maintenance and projections.
- May assist with training of less experienced appraisal personnel.
- Monitors processing of appraisal data through computer entry and audit procedures.
- Responds appropriately and effectively to questions or concerns raised by property owners and taxpayers.

- Researches and prepares documentation for County Valuation board hearings and/or court hearings.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Requires a Bachelor's degree in Business Administration, Business Management, Public Administration, or a related field
- One (1) year of work experience in an appraiser environment.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Successful completion of one (1) IAAO Course within the first year of service.

WORKING CONDITIONS

- Essential duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to natural weather conditions while performing outdoor duties.
- Worker may be exposed to various dusts and mists while performing appraisal duties.
- Indoor duties are typically performed on even and dry surfaces that may be carpeted or tiled with occasional use of stairs.
- Outdoor duties may be performed on even or uneven surfaces that may be dry or wet.
- Outdoor duties may be performed on inclines or hills and on surfaces such as natural ground, concrete or asphalt.

- Duties are performed alone or as part of a select team of individuals.
- Potential work hazards include frequent driving of vehicles and occasional climbing and descending staircases, ladders and fences.
- Exposure to wild and domestic animals may be a hazard.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes calculator, computer terminal and keyboard, telephone, photocopy machine and telefax machine.
- Vehicle is used on a frequent basis in traveling from property to property.
- Equipment, tools or materials used at appraisal sites include various measuring devices, clipboards, writing instruments, blueprints and architectural scales for sketching of property.
- Materials typically used in performance of office duties include various documents, writing utensils and an assortment of office supplies and equipment.
- Safe and proper operation of County vehicle.