Human Resources
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Information Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP109	**Property & Real Estate**	**Information Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**June 5, 2026**

The Information Analyst creates, networks, and maintains subdivision databases, ensuring accurate reconciliation of legal descriptions with Integrated Assessment System (IAS) data identified through Uniform Parcel Codes (UPC). This role supports the maintenance of subdivision databases and property record cards for Bernalillo County.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists in reconciling legal descriptions with IAS data identified by UPC in warranty deeds and maintains property record card databases.
- Supports data analysis efforts from the appraisal department to define computer valuation system requirements for generating appraisal reports, memos, and other essential information for the Assessor's Office.
- Creates, networks, maintains, and revises subdivision databases as necessary; extracts and exports data from the IAS system for special projects.
- Assists in the development and implementation of systems and software programs following written specifications.
- Provides support and resolves issues related to existing applications.
- Conducts and reviews tests of application software to verify performance objectives and quality standards are met.

- Performs statistical analysis to estimate tax rates based on sales data.
- Conducts program analysis and coordinates implementation of special projects within the department.
- Assists the Fiscal Officer in composing and drafting the Property Valuation Plan.
- Conducts research and prepares drafts of special reports as assigned.
- Assists in training staff on new or updated data programs and software applications.
- ***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

- Bachelor's degree in Business Administration, Business Management, Public Administration, or a related field.
- One (1) year of work experience in computer operations, data communications, or technical customer service.

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.

WORKING CONDITIONS

- Essential duties are performed indoors in a temperature-controlled environment.
- Indoor duties are typically performed on an even, dry surface that may be carpeted or tiled.
- Most duties are performed independently; some tasks may require working as part of a select team.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment commonly used includes calculator, computer, telephone, and copy machine.

- Materials handled during duties include various documents, writing utensils, and a range of basic office supplies and equipment.