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Appraisal Field Staff Trainer

JOB CODE	JOB FAMILY	PROFILE
JCP201	**Property & Real Estate**	**Appraisal Field Staff Trainer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 5, 2026**

The Appraisal Field Staff Trainer assists in developing training programs and procedures for staff who perform appraisals in all areas of residential, commercial, and mobile home properties. Ensures training programs comply with relevant policies, procedures, County ordinances, and New Mexico State laws.

Job Description

DUTIES AND RESPONSIBILITIES

- Train appraisal personnel in property assessment and computer-assisted appraisal techniques.
- Assist in developing project management schedules.
- Advise appraisal staff on problems encountered during the course of their duties.
- Ensure appraisal work is completed in accordance with established procedures.
- Provide training on procedures for conducting property assessments, correct measurements, calculations, equity reviews, and field inspections.
- Instruct staff in locating, identifying, and valuing residential, commercial, vacant land, business equipment, agricultural land, livestock, manufactured homes, and in using the CAMA system.
- Coordinate valuation activities with other sections of the Assessor’s Office and other departments as required by the Property Tax Code.
- Train personnel in conducting field checks.

- Assess training needs based on certification requirements, promotional opportunities, career paths, and staff development goals.
- Assist Residential, Commercial, and Mobile Home supervisors in establishing appraisal-related policies and procedures.
- ***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, Public Administration, Accounting, or a related field.
- Two (2) years of directly related experience in protest hearings, supervision of staff, ad valorem assessment, appraisal, real estate, or overall department administration.

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.
- 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

- Performs essential duties primarily indoors (approximately 85–90%) and occasionally outdoors (approximately 10–15%).
- Works indoors in a temperature-controlled environment; may be exposed to natural weather conditions while working outdoors.
- May be exposed to dusts or mists during outdoor duties.
- Performs indoor duties on even, dry surfaces such as carpet or tile; may occasionally use stairs. Outdoor duties may occur on even or uneven surfaces, which may be dry, wet, sloped, or consist of natural ground, concrete, or asphalt.
- Performs most duties independently; may work as part of a small team when necessary.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Uses a county vehicle on an occasional basis.
- Uses measuring devices, clipboards, writing instruments, blueprints, and architectural scales for fieldwork.
- Uses a variety of documents, writing utensils, office supplies, and standard materials in the performance of office duties.