Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Appraiser

JOB CODE	JOB FAMILY	PROFILE
JCV502	**Property & Real Estate**	**Appraiser**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**October 7, 2026**

The Appraiser performs commercial and residential assessments and appraisals of land, real property, mobile homes, and business personal property. Uses accepted property appraisal methods and computer-assisted mass appraisal (CAMA) systems. Requires detailed research, sound decision-making, and accurate, timely completion of assigned appraisals.

Job Description

DUTIES AND RESPONSIBILITIES

- Conduct commercial and residential appraisals of land, real property, mobile homes, and business personal property using accepted appraisal methods and the CAMA system. Compare similar buildings and recent sales to determine market value.
- Collect property data by measuring and sketching basic dimensions and recording descriptive and analytical information.
- Determine land values and use digitized land-based maps to support equalization and forecasting.
- Assist in training less experienced appraisal staff, as needed.
- Enter and review appraisal data in the computer system to ensure accuracy and consistency.
- Respond professionally to questions or concerns from property owners and taxpayers.
- Research and prepare documentation for County Valuation Board and court hearings.

- Provide support in other areas during peak periods.
- ***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 an appraiser environment, OR
- High school diploma or GED.
- Current license from the New Mexico Real Estate Commission as an Associate Broker or Qualifying Broker, or licensure from the New Mexico Real Estate Appraisers Board as an Apprentice Appraiser, State Licensed Appraiser, Certified Residential Appraiser, or Certified General Appraiser.
- One (1) year of experience in property appraisal, real estate sales, or a related field.
- One (1) IAAO Course may substitute for one-year work experience.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Successful completion of one (1) IAAO Course within the first year of service.

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

- 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 vehicle 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 include 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, clipboard, 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.