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

Appraiser Lead

JOB CODE	JOB FAMILY	PROFILE
JCV621	**Property & Real Estate**	**Appraiser Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**October 15, 2026**

The Appraiser Lead performs moderately to highly complex commercial and residential property assessments and valuations using accepted appraisal methods and Computer-Assisted Mass Appraisal (CAMA) systems. Requires effective decision-making, multitasking, and timely, accurate execution of appraisal duties.

Job Description

DUTIES AND RESPONSIBILITIES

- Appraises commercial and residential properties using advanced knowledge of appraisal principles, practices, and applicable regulations.
- Applies advanced statistical methods, including factor analysis and predictive modeling, to assess real property.
- Determines land values and analyzes geographic, neighborhood, and economic influences on property values using digitized land-based maps.
- Conducts complex analyses of building materials, labor costs, market trends, and historical cost indexes for assessment purposes.
- Handles special assignments involving complex appraisals and develops methodologies to apply new legislation or case law.
- Serves as a supervisor, trainer, or mentor to lower-level appraisers in appraisal principles and practices.
- Reviews appraisals prepared by lower-level employees to ensure compliance with departmental standards.

- Responds to property owner and taxpayer inquiries and concerns.
- Assists and supports lower-level staff during public interactions.
- Prepares documentation and defends appraisals at County Valuation Board Hearings and in District Court.
- Participates in departmental meetings to provide input on procedures and ensure consistent operations.
- Researches and analyzes appraisal issues to improve valuation processes, workflows, and operations.
- ***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.
- Two (2) years of work experience in an appraiser environment.
- Successful completion of one (1) IAAO course within the first year of service.

Any equivalent combination of related education and/or experience may be considered for the above requirements. One (1) IAAO Course may substitute for one-year work experience.

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

- 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 an even and dry surface, which may be carpeted or tile with occasional use of stairs.
- Outdoor duties may be performed on even or uneven surfaces, which may be dry or wet.
- Outdoor duties may be performed on inclines or hills and on surfaces such as natural ground, concrete or asphalt.
- Most duties are performed alone. Worker may perform certain duties as a part of a select team of individuals.
- Work hazards, or potential work hazards, include frequent driving of vehicle, and occasional climbing and descending staircases, ladders, and fences. Wild and domestic animals may be a hazard.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Safe use and operation of a county vehicle in the performance of appraisal duties and responsibilities.
- 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.