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

Appraiser Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM202	**Property & Real Estate**	**Appraiser Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**October 5, 2026**

The Appraiser Supervisor supervises and trains residential and non-residential appraisers, reporting directly to the designated Appraisal Manager. They complete assessments and valuations using accepted property appraisal methods and computer-assisted mass appraisal (CAMA) systems. The supervisor appraises residential and non-residential properties, demonstrating highly specialized knowledge of appraisal principles and practices, and exercises comprehensive knowledge of the rules and regulations governing the appraisal process. Employee supervision responsibilities include hiring, training, oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises an appraisal team, ensuring work is performed in accordance with departmental standards and accepted appraisal practices.
- Trains and guides appraisers in property assessment and computer-assisted appraisal techniques.
- Reviews assigned appraisers' work for accurate measurements, calculations, and equity.
- Utilizes advanced statistical methods; conducts factor analysis, predictive planning, and other analytical and modeling techniques used in assessing real property.
- Determines land values and assess geographic/neighborhood influences and economic impact on property values using digitized land-based maps for equalization, maintenance, and projections.

- Performs highly specialized and complex analyses of building materials, labor costs, market trends, and historical cost indexes for assessment purposes.
- Responds effectively to inquiries and concerns raised by property owners and taxpayers.
- Provides support and backup to lower-level staff and assists with public interactions.
- Compiles documentation and defend appraisals in formal and informal settings, including County Valuation Board Hearings and District Court. Represents the Assessor's Office and prepares for all related hearings.
- Conducts and/or assigns field inspections and verifies reports as needed.
- For the Manufactured Home Section, monitors and balances paid and pre-paid mobile home tax status on a monthly and annual basis.
- Coordinates with the Appraisal Section, other county departments, and external agencies as necessary.
- ***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

- Associate's degree in Business Administration, or a related field.
- Five (5) years of work experience in an appraiser environment.
- Successful completion of four (4) IAAO (International Association of Assessing Officers) courses, or a New Mexico Certified Appraiser Certificate.
- One (1) IAAO Course may substitute for one-year work experience, and a New Mexico Certified Appraiser Certificate.

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 both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment. Outdoor duties expose the worker to natural weather conditions.
- Worker may be exposed to various dusts and mists while performing appraisal duties.
- Indoor duties are typically performed on even and dry surfaces, which may be carpeted or tiled, with occasional use of stairs.
- Outdoor duties may be performed on even or uneven terrain, which may be dry or wet, and on inclines or hills, including surfaces such as natural ground, concrete, or asphalt.
- Most duties are performed independently, although some tasks may be completed as part of a team.

EQUIPMENT, TOOLS, AND MATERIALS

- Office equipment typically used includes a calculator, computer terminal and keyboard, telephone, photocopier, and fax machine.
- Safe operation of a county vehicle is required for performing appraisal-related duties.
- Field equipment and tools include measuring devices, clipboard, writing instruments, blueprints, and architectural scales for sketching properties.
- Materials commonly used for office duties include various documents, writing utensils, and standard office supplies.