Human Resources
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Appraiser Trainee

JOB CODE	JOB FAMILY	PROFILE
JCV306	**Property & Real Estate**	**Appraiser Trainee**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**June 25, 2026**

The Appraiser Trainee performs technical, research-oriented, mass-appraisal work for use in the valuation of property. Assists other appraisal sections in the performance of their duties. Assists in collection of raw sales data and manipulate data using computer sorting and statistical packages.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists in the collection of raw sales data and manipulates date using computer sorting and statistical packages.
- Makes field market inquiries and verifies sales data.
- Assists in responding to public complaints and questions.
- Measures and draws basic property dimensions and collects descriptive and analytical information with respect to area of responsibility.
- Learns how to conduct basic property appraisals.
- ***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

- High school diploma or GED.
- Two (2) years of office/clerical 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 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. 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 tiled 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 under direct supervision. Worker may perform certain duties as part of a team.
- 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 include calculator, computer terminal and keyboard, typewriter, 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, clipboards, 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.