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Appraiser Trainee (Field Technician)

JOB CODE	JOB FAMILY	PROFILE
JCV307	**Property & Real Estate**	**Appraiser Trainee (Field Technician)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**October 22, 2026**

The Appraiser Trainee (Field Technician) will perform technical, research-oriented, mass-appraisal work for use in the valuation of property. Inspect, collect data, record, and analyze assigned field data collection assessments which involves frequent travel using a County vehicle. Convey changes in ownership to ensure County assessment records are current and accurate. Assist other appraisal sections in the performance of their duties.

Job Description

DUTIES AND RESPONSIBILITIES

- Measures property size, shape, and square footage; collects and records data relating to number of rooms, type of construction, age, building materials, terrain, appearance, property, improvements, or other conditions affecting values; ascertains quality of workmanship and materials; identifies various types of construction.
- Draws/sketches and makes photographic records of existing structures and new construction/additions; re-sketches audited properties as needed; documents changes to property records; prepares detailed property record cards for use in calculating appraised values.
- Communicates with supervisor, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- May operate a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, or other software programs.
- Performs other job-related duties as required or assigned.

- ***The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Two (2) years of work experience in an office/clerical setting, title searches and real property, or related field.

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.