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Property Assessment Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP232	**Property & Real Estate**	**Property Assessment Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**September 15, 2026**

The Property Assessment Coordinator oversees the protest process, including coordinating filings, scheduling formal hearings, and maintaining related records such as change orders, court orders, and board decisions. This role ensures all protest procedures comply with statutory requirements and deadlines. The coordinator also examines and verifies property tax exemption applications for non-governmental entities—such as charitable, educational, and religious organizations—to ensure accuracy and compliance with the New Mexico Constitution, state statutes, and administrative regulations.

Job Description

DUTIES AND RESPONSIBILITIES

- Quality checks appraisal data entry for correctness and accuracy of amended assessment values.
- Communicates and works effectively with staff and the public.
- Assists the public, government agencies, and others in resolving questions.
- Coordinates and manages the annual protest process with the Assessor’s Office.
- Analyzes operational practices to create or revise systems and procedures.
- Examines and verifies non-government property tax exemption applications for compliance.
- Responds to information requests about exemption eligibility and recommends inspections.
- Maintains change orders, court orders, and board decisions.

- Ensures protest handling complies with statutory requirements and deadlines.
- Maintains accurate audit activity records.
- Develops and implements audit guidelines and procedures.
- Establishes a program for regular evaluations of exemption eligibility.
- Supervises clerical support staff and coordinates administrative services.
- May assist in other areas of appraisal review.
- ***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, Public Administration, Accounting, or a related field.
- Two (2) years of directly related experience in protest hearings, supervision of staff, ad valorem assessment, appraisal, real estate, or overall department administration.

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

- Duties are performed 50% indoors, and 50% outdoors, which entails exposure to extremes of weather conditions.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces that may be wet or dry. Surfaces may be inclined or flat, and range from natural undisturbed soil to gravel, asphalt, or concrete.

- May perform duties alone or as part of a group.
- Work hazards or potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mists, and severe weather conditions; driving of vehicles; working in and around heavy equipment; and performing duties on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.