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# Assessor Technician II

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCV308** | **Business Services & Support** | **Assessor Technician II** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Hourly** | **$18.60 - $26.50** | **October 5, 2026** |

The Assessor Technician II (U) verifies legal descriptions of real property. Identifies/verifies UPC codes to parcel(s), reviews and researches a variety of legal documents to update data on Integrated Assessment System (IAS) on property ownership, exemptions, sites, and/or any changes affecting property value. Performs customer service and clerical functions to support the Assessor's Office.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Utilizes Assessor's coding system to identify/verify UPC number to document(s).
- Verifies legal descriptions of real property contained in deeds and other documents and compares with information on IAS/cadastral maps to identify the location of the property.
- Traces routine chains of title to determine ownership of property using coding knowledge.
- Reviews, verifies, and/or researches information submitted by taxpayers for accuracy.
- Maintains and updates property ownership information on Integrated Assessment System (IAS).
- Responds to inquiries in person, in writing, and over the telephone in a courteous and exemplary manner; provides information within scope of knowledge or refer to supervisor or other personnel as necessary.
- Reviews and verifies daily transactions for quality assurance and accuracy of prior day data entry.
- Coordinates preparation, distribution, and processing of department mail and/or faxes.

- Researches appraisal records for comparison to tax records to determine property ownership and ensures appropriate measures are taken to correct discrepancies.
- Identifies legal descriptions, UPC Codes, real and personal properties, deeds, split and combinations and various file folder documents for input relating to valuation or sale of property.
- Performs other job-related duties as required or assigned.
- *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.
- Four (4) years of office/clerical experience, training and/or post-secondary education with two (2) years in the area of document/form processing governed by statutes and/or strict administrative guidelines.
- Knowledge of standard office procedures and practices.
- Knowledge legal terminology related to the transfer or real property, Assessment Appeals and Exemptions claims.
- Ability to perform moderately complex mathematical calculations involving; pro-ration of ownership; percent of reappraisal; square footage of floor plants, area calculations of properties; costs, depreciation, replacement value and full assessed values.
- Ability to organize and schedule functions and activities in order to meet established goals
- Ability to interact effectively and professionally with the public, supervisors, and co-workers.
- Ability to prioritize work and coordinate several activities to meet critical deadlines.
- Ability to work independently and learn to carry out assignments with minimal supervision.
- Ability to operate standard office machines including typewriter, word processor, computer and multi-line telephone systems.
- Must be able to communicate in oral and written English.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

## 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

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Workers often work along with general direction from supervisors.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- Materials and products handled include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

## *NOTE*

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

### MENTAL FUNCTIONS

- Must be able to apply knowledge of typing and general clerical work.
- Must be able to maintain high level of concentration while performing repetitious work.
- Must be able to type correspondence and reports with proper format, punctuation, spelling and grammar.
- Must be able to organize and prioritize numerous tasks.
- Must be able to use reason and judgment in performing duties and responsibilities.

## PHYSICAL FUNTIONS

- Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday.
- Must be able to sit for long periods as necessary to perform essential functions.
- Must be able to bend at the waist and twist/rotate occasionally.

- Must be able to work with arms bent or extended away from body or overhead and be able to push/pull with arms as needed.
- Must be able to crouch and kneel occasionally.
- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform essential duties.
- Must be able to coordinate use of hands and eyes in operation of equipment such as telephone, typewriter and computer.

## Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.