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Tax Researcher I

JOB CODE	JOB FAMILY	PROFILE
JCV125	**Business Services & Support**	**Tax Researcher I**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**April 10, 2026**

The Tax Researcher I, under general supervision, performs customer service functions in the Treasury Office that pertain to the collection and recording of tax and miscellaneous payments. Assists customers with complex tax questions and research records as necessary.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts detailed research on property tax information for taxpayer problems, court cases, condemnation suits, and other research projects. Communicates findings to taxpayers and/or prepares reports for department administration.
- Maintains files and documents containing taxpayer information.
- Responsible for receiving, accounting, and recording payment transactions relative to property tax receipts from individual taxpayers and mortgage companies, and miscellaneous payments received from other County departments.
- Monitors and verifies source documents in processing tax and miscellaneous payments.
- Responds to tax roll and tax related questions from other County employees or the public both orally and in writing.
- Calculates interest and penalty charges on delinquent accounts.
- Reviews and verifies entries and information on data processing printouts.

- Performs clerical and microfilming tasks in support of the department as required.
- Provides support for the various customer service functions within the department.
- 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.
- One (1) year of office/clerical work experience, including customer service or basic computer experience.

*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.
- Worker often works alone both with or without directions from supervisor.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, typewriter, photocopy machine, fax machine, microfilm equipment, calculator, and item processing 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.

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 type correspondence and reports with proper format, punctuation, spelling and grammar.
- Must be able to use reason and judgment in performing duties and responsibilities.
- Must be able to organize and prioritize numerous tasks.
- Must be able to apply math skills to various functions concerning the payment of taxes.

PHYSICAL FUNCTIONS

- Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday.
- 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 duties and responsibilities.
- 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.