Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Auditor Appraiser

JOB CODE	JOB FAMILY	PROFILE
JCP202	**Property & Real Estate**	**Auditor Appraiser**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 5, 2026**

The Auditor Appraiser conducts audits of financial and property records to determine the value of secured and unsecured tax accounts. The position appraises possessory interests annually for tax purposes. Performs all duties using independent judgment and initiative, in accordance with applicable rules, regulations, statutes, ordinances, and standards.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts audits in accordance with applicable rules, regulations, statutes, ordinances, and standards.
- Assists in developing audit strategies, including conducting preliminary surveys, reviewing information scope, and discussing audit objectives with clients.
- Conducts preliminary reviews to identify areas where inequitable valuations are likely and select audits accordingly.
- Performs comprehensive audits, including data entry, property owner outreach, data analysis, field inspections, and review of legal documents such as real estate records, trusts, and maps.
- Interprets and applies state revenue and taxation laws related to appraisal and audit functions.
- Conducts field and desk audits of financial records to evaluate the accuracy and reliability of taxpayer-reported information.
- Prepares and delivers timely, accurate audit reports.

- Responds to audit-related inquiries from internal and external stakeholders.
- Provides technical expertise and support as needed.
- Participates in the appeals process as required.
- ***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 Accounting, Finance, Economics, Business Administration, or a related field.
- Two (2) years of work experience in an accounting or finance field.

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 both indoors and outdoors.
- Indoor work takes place in a temperature-controlled environment. Outdoor work involves exposure to natural weather conditions.
- Exposure to dusts and mists may occur during appraisal activities.
- Indoor work is typically conducted on dry, even surfaces such as carpet or tile, with occasional use of stairs.
- Outdoor work may take place on dry or wet surfaces, including inclines and uneven terrain such as natural ground, asphalt, or concrete.
- Most duties are performed independently, with occasional tasks requiring collaboration with a team.

- Potential work hazards include frequent driving, and occasional climbing of staircases, ladders, and fences. Encounters with wild or domestic animals may occur.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- A vehicle is frequently used to travel between properties.
- Field equipment includes measuring tools, clipboard, writing instruments, blueprints, and architectural scales for sketching properties.
- Office materials include documents, writing utensils, and general office supplies.