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Chief Appraiser

JOB CODE	JOB FAMILY	PROFILE
JCM523	**Property & Real Estate**	**Chief Appraiser**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**February 16, 2026**

The Chief Appraiser oversees the Appraisal Unit within the Assessor's Office and is responsible for planning, organizing, and coordinating all real and personal property appraisals. This position exercises full technical responsibility for appraisal work and provides direct supervision to Appraisal Managers, Assessment Managers, and the Valuation Relief Manager. The Chief Appraiser also has oversight of all appraisal staff to ensure effective scheduling, prioritization, and issue resolution in collaboration with managers and supervisors.

Job Description

DUTIES AND RESPONSIBILITIES

- Exercises independent judgment in managing appraisal operations and identifies innovative and efficient methods to support revaluation and appraisal processes.
- Manages and coordinates the work of assessment personnel; analyzes issues, evaluates options, and anticipates the impact of decisions.
- Implements strategies to achieve organizational goals; researches and applies new methods, procedures, and techniques; applies appraisal principles to ensure equitable and justifiable valuations of real and personal property.
- Explains appraisal and assessment methods and determinations clearly, both orally and in writing; maintains effective working relationships with internal and external stakeholders.
- Oversees annual appraisal programs within the Assessor's Office, ensuring timely and accurate completion.

- Plans, assigns, and directs the work of managers, supervisors, and appraisal staff; prepares performance appraisals; develops standards for performance and productivity; prepares sales ratio studies and reports for the Property Tax Division; recommends staff for hiring, promotion, or discipline.
- Monitors and evaluates appraisal procedures to ensure efficiency and effectiveness; assesses staff workload and recommend improvements.
- Provides expert guidance to managers and staff in applying market, cost, and income approaches—including trended investment, stock, and bond valuation methods.
- Contributes to departmental policy development and participates in short- and long-term planning initiatives.
- Coordinates staff training and development; addresses performance issues; implements disciplinary actions when necessary.
- ***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, or a related field.
- Nine (9) years of work experience in property appraisal work.
- Two (2) years of experience in a management role.
- One (1) IAAO Course may substitute for one-year work experience.

*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.
- Submit college transcripts, New Mexico Property Tax Division Certified Appraiser or equivalent certifications, and IAAO course completion certifications with the application.

WORKING CONDITIONS

- Essential duties are performed primarily indoors (85–90%) and occasionally outdoors (10–15%).
- Indoor duties take place in a temperature-controlled environment.
- Outdoor duties may involve exposure to natural weather conditions.
- May be exposed to various dusts and mists while performing appraisal tasks.
- Indoor surfaces are even and may be carpeted or tiled.
- Indoor environments are typically dry and may involve stairs.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- A vehicle is occasionally used to travel between properties.
- On-site appraisal tools include measuring devices, clipboards, writing instruments, blueprints, and architectural scales for sketching property.
- Typical office materials include documents, writing utensils, and a variety of standard office supplies and equipment.