

**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Supervisor, Residential Appraisal **PAY GRADE:** B32

DEPARTMENT: Assessor
REPORTS TO: Chief Appraiser
BARGAINING UNIT: N/A

FLSA: Exempt Non-Exempt
LEAD: Yes No
SUPERVISOR: Yes No

APPROVED:



Department Head/Elected Official


Human Resources Director

02-04-21

Date
2/9/21

Date

I. PURPOSE SUMMARY. Under the general supervision of the Chief Appraiser, responsible for the supervision of assigned Residential Appraisal department staff and activities and functions of the division.

II. ESSENTIAL DUTIES.

1. Supervise the Residential Appraisal Department
 - a. Administer the daily activities of Residential appraisal efforts.
 - b. Monitor and advise on staff's work assignments.
 - c. Mentor, correct and discipline as necessary.
2. Perform Residential Appraisals
 - a. Contribute to complete the department's appraisal workload, be it permit work, protests/rechecks, reappraisals, annual valuation finalization, etc.
 - b. Defend valuations in protest hearings.
 - c. Carry out or delegate specialized valuation review assignments, i.e., legal cases, etc.
3. Manage work of Residential Staff
 - a. Direct/manage work assignments and departmental goals.
 - b. Review completed or in-progress projects with staff, providing guidance and quality control.
 - c. Organize/delegate ongoing projects
 - d. Review past submitted work, in field and paper/electronic files, for accuracy and thoroughness.
4. Training of Appraisal Staff
 - a. Orientation/Training of new staff in methodology and procedures of department
 - b. Ongoing guidance and training/retraining of established staff to ensure proper practice, following appraisal methodology and compliance with state law/regulations.

III. ADDITIONAL DUTIES. Other job related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School diploma or GED.

B. Experience. Five (5) years' experience in residential appraisal. State of New Mexico Certified Appraiser Qualification required.

C. Education/Experience substitution. In accordance with County policy

D. Licenses/Certifications. A valid driver's license is required. Completion of IAAO 1 – 4 certification required.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Post offer Background check, Driving Record check. Bilingual (English/Spanish preferred).

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of computer assisted mass appraisal (CAMA); appraisal principles and practices of residential and real property including laws and regulations affecting the appraisal processes; Business English, spelling, grammar, punctuation and mathematics; proper methods to maintain accurate records; computers and applicable software, databases, and spreadsheet applications and general office equipment.

Must have skill in reading, analyzing, and presenting information effectively; utilizing computers at an advanced level; applying appraisal techniques to property inspections; reading and interpreting maps, and property descriptions; establishing and maintaining effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, kneeling, crouching, crawling, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity. Must be able to reliably and consistently move between work-related sites in the County.

5. WORK ENVIRONMENT.

The work environment involves work in heat, cold, dampness, confined space, noise or vibration.

6. SUPERVISORY RESPONSIBILITY.

This position is a first-line supervisor. Supervisory responsibilities include recommending hires, promotions, terminations, disciplinary actions. The position monitors and reviews work; interprets policies and procedures for compliance and quantity standards.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee Signature *Date*

Print Name *Banner ID*