

**DOÑA ANA COUNTY  
JOB DESCRIPTION**

**POSITION TITLE: Personal Property Supervisor    PAY GRADE: B32**

**DEPARTMENT: Assessor's Office**  
**REPORTS TO: County Assessor**  
**BARGAINING UNIT: N/A**

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

**APPROVED:**

  
\_\_\_\_\_  
*Department Head/Elected Official*

*03-02-20*  
\_\_\_\_\_  
*Date*

  
\_\_\_\_\_  
*Human Resources Director*

*3/2/2020*  
\_\_\_\_\_  
*Date*

**I. PURPOSE SUMMARY.** Responsible for the supervision of assigned personal property appraisal department, activities and functions of the division, under the general supervision of the Chief Deputy, and County Assessor.

**II. ESSENTIAL DUTIES.** (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

1.    **Greets the public, Title and Mortgage Company Representatives, and other employees, in person or telephonically, and responds or directs the individual to the proper person or section.**
  - A.    Answers questions and provides assistance on issues and documents related to the tax valuation of properties, property ownership and parcel transfers, legal descriptions, tax exemptions, address changes, and the process of converting mobile homes into permanent structures to both staff and the general public
    - i.        Calculates Taxes Paid in Advance (TPA) for customers to pay taxes on mobile homes; and estimates advance taxes based on tax rates and notices of value.
    - ii.       Demonstrates the use of aerial photos and website searches.
    - iii.      Explains the breakdown calculations for personal, mobile home, parcel property tax values, and cap values for residential property.
    - iv.      Explains depreciated values of personal property based on year and schedule, and the yearly tax rates.
    - v.        Explains exemptions and how they affect taxes.
  
2.    **Performs research of electronic and paper records.**
  - A.    Researches records for MHIP (to move mobile homes)
  - B.    Verifies owner information for NM Human Services Department
  - C.    Researches and requests tax release deletions and/or changes.
  
3.    **Prepares documentation and correspondence.**
  - A.    Issues Tax Releases for changes of mobile home titles or movement of mobile homes.
  - B.    Prepares time-sensitive packets for tax assessment protests.
  - C.    Prepares valuation freeze letters.

- D. Prepares exemption approval or denial packets for churches and charitable organizations.
  - E. Issues requests for appraisers to verify and correct mobile home and land records discrepancies.
  - F. Composes and mails customized letters to customers.
4. **Enters property and tax records into automated databases.**
- A. Enters exemption status on property records, and parcels for city, schools, charitable organizations and churches.
  - B. Calculates and enters personal property and livestock assets into Tyler/Eagle based on schedule, year and district.
  - C. Inputs DMV list of mobile homes to be added to tax roll.
  - D. Enters address changes for all accounts.
  - E. Responsible for making corrections to the tax roll, in conjunction with the County Assessor and the County Treasurer.
5. **Responsible for Personal Property Appraisal**
- A. Responsible for all Personal Property Appraisal – delegated or otherwise
  - B. Performs fieldwork and analysis necessary to establish personal property value.
  - C. Handles taxpayer protests related to personal property accounts.
6. **Supervise Front Office Staff**
- A. Supervises Front Office Staff and delegates the duties above as necessary
  - B. Provides annual input on the Department budget
  - C. Provides training to new staff and sets goals for the Department with the Assessor
  - D. Trains staff in the procedural and safety rules of the Department and County

**III. ADDITIONAL DUTIES.** Other duties may be assigned.

**IV. QUALIFICATIONS.**

**A. Education.** High school diploma or equivalent.

**B. Experience.** Five (5) years of education and experience in personal and real property assessment. Management experience preferred. Prior experience with Tyler/Eagle Assessor is desirable. Successful completion of IAAO Course 101 or equivalent (fundamentals of real property appraisal) is required. Successful completion of IAAO Certifications 2-4 is preferred.

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

**D. Licenses/Certifications.** Must have a current valid NM or TX driver's license.

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background check, driver's license record and maintain and acceptable driving record.

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

Must have knowledge of computer assisted mass appraisal (CAMA); appraisal principles and practices of personal 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.**

Policies and procedures are available and stated in general terms. 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.**

While performing the duties of this job, stand, walk, reach and possess manual dexterity to handle, feel, or control objects and/or tools; The employee must be able to operate specific office equipment and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasional, up to (40) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to reliably and consistently move between work-related sites within the County.

## **5. WORK ENVIRONMENT.**

Essential duties are performed primarily indoors. The work area is adequately lighted, heated, and ventilated, and involves everyday risk or discomforts that require normal safety precautions and safe work practices. Position involves completing demands, working to deadlines, occasional work beyond normal business hours and responding to customer issues.

## **6. SUPERVISORY RESPONSIBILITY.**

Work is performed under the supervision of the County Assessor and/or Chief Deputy. Carry out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing and selection of new employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **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* *Date*