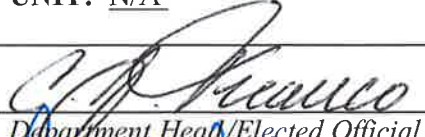
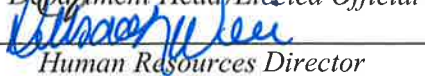


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: <u>Chief Appraiser</u>		PAY GRADE: <u>C43</u>	
DEPARTMENT: <u>Assessor's Office</u>		FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
REPORTS TO: <u>Chief Deputy Assessor</u>		LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: <u>N/A</u>		SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
APPROVED:  <u>Department Head/Elected Official</u>		<u>02-14-19</u> Date	
 <u>Human Resources Director</u>		<u>2/15/19</u> Date	

I. PURPOSE SUMMARY.

Responsible for the overall directing, planning, coordinating, and supervision of the residential and commercial appraisal functions of real property appraisal and assessments. Ensures that all duties and functions are accomplished according to NM state statutes and applicable regulations (Property Tax Code) in a timely, effective and progressive manner.

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.

- Schedules and assigns projects or duties to subordinate employees and sets deadlines in which to accomplish those projects.
- Reviews and checks the progress of duties assigned to employees by reviewing written weekly performance reports submitted by each employee.
- Reviews applications for tax exemption by non-governmental entities, Approves or denies exemptions with guidance of applicable state laws, regulations and county attorneys.
- Instructs and trains new personnel in the procedures of Real Property appraisal, including data collection and analysis, computer software, and customer service.
- Assists the public in person and by telephone with questions about their property value, exemptions, or general information about county procedures.
- Uses computer systems and software to assist in determining correct property values and in the planning and directing of the department's activities.
- Schedules and coordinates formal hearing dates with the State Property Tax Division and confirms such dates and times with the Protest Board Members.
- Presents cases before the Valuation Protest Board when an application for tax exemption is denied and protested. Assists subordinates in the preparation and presentation of difficult cases before the Board.
- Performs all of the duties as assigned under the Appraiser and Senior Appraiser job description at any given time.
- Responsible for the Appraisal Department budget.
- Assists with the development and implementation of departmental policies and procedures.

III. ADDITIONAL DUTIES.

Performs other related duties as assigned.

IV. QUALIFICATIONS.

A. Education. Bachelor's degree in Business Administration, Real Estate, Management or closely related field.

B. Experience. Two (2) years of full-time experience in the field of ad valorem and/or fee simple appraisal; plus two (2) years of experience using Windows-based software and aptitude to learn CAMA (Computer Assisted Mass Appraisal) software are required. Experience using Microsoft Word, Excel, or Quattro Pro is preferred.

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

D. Licenses/Certifications. Must have a valid driver's license and maintain satisfactory driving record in accordance with county policy. Must have successfully completed the International Association of Assessing Officers (IAAO) course I and II; along with two others offered by IAAO or equivalent.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass background check, and maintain a current driver's license.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION: Must have skills to read and interpret construction plans, effective decision-making, planning, and supervisory skills, able to communicate effectively, and maintain 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 the end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT. Guidelines are available but are not completely applicable to work or have gaps in specificity. The employee uses judgement 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, the employee will usually remain sitting. The employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, stand; walk; reach; and possess manual dexterity to handle, feel, or control objects and/or tools. The employee is required to frequently traverse through rough terrain, stoop, kneel, crouch, crawl, and climb railings on equipment and work on uneven surfaces. The employee will occasionally lift and move up to 40 pounds. Specific vision requirements for this job are close vision, distance vision and the ability to adjust focus. Must be able to reliably and constantly move between work-related sites with the county.

5. WORK ENVIRONMENT. Essential duties are performed indoors 90% of the time and 10% outdoors under fluctuating temperatures. The primary work surface indoors are carpeted and tiled, outdoors is subject to wet, dry or greasy natural ground, landscaped areas, asphalt, and concrete surfaces. The noise level in the work environment is usually moderate. Essential duties are performed indoors the majority of the time under normal controlled temperature conditions. Some fieldwork may be required.

6. SUPERVISORY RESPONSIBILITY. Work is performed under the general supervision of the Chief Deputy Assessor. Supervises employees and activities of the department.

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*