



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### GENERAL CERTIFIED REAL ESTATE APPRAISER & ADVISOR

<b>Class Title</b>	<b>Class Code</b>	<b>Pay Band</b>	<b>Alt Pay Band*</b>
<b>General Certified Real Estate Appraiser &amp; Advisor</b>	<b>C20211</b>	<b>70</b>	<b>80</b>

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

The General Certified Real Estate Appraiser & Advisor is responsible for managing real estate related transactions, establishing opinions of market value and investment value, and writing appraisal related reports, while serving as an advisor to the administration regarding complex real estate transactions and real estate investments.

#### Nature of Work

The General Certified Appraiser & Advisor will serve as a real estate adviser, market analyst, real estate appraiser, review appraiser, business consultant, project manager and a resource for information and recommendations. Generally the work will include market and title research, data analysis, establishing tangible and intangible property values using acceptable appraisal methodology and techniques that conform to the Uniform Standards of Professional Appraisal Practice (USPAP). Examples of analysis may include complex commercial land uses, planning and development leases for master planned communities, utility scale renewable energy projects, telecommunications, and other special purpose land uses. The appraiser will also serve as project manager for exchanges and real property sales.

#### Distinguishing Characteristics

- Develop and implement policies, procedures, and methodologies for appraising state trust properties to determine market value and establish lease rates.
- Provide technical expertise and professional advice and recommendations to the Commissioner of Public Lands, administration and staff as appropriate, including legal issues in which land values and transactions are in dispute related to leasing, sales and exchanges of trust land.
- Conduct appraisals using different appraisal methods as appropriate, to establish lease rates for standard commercial leasing, complex bid leases such as planning and development leases, and land values for land sales and exchanges.
- Establish standards for, and review of, appraisal work completed by third parties in conjunction with real estate transactions proposed or contemplated.
- Serve as project manager for all private and government land exchanges, particularly with the Bureau of Land Management (BLM), which require appraisals of thousands of acres of trust land and review of BLM appraisals of proposed exchange acreage.

## **General Certified Real Estate Appraiser & Advisor**

- Review and perform market research relating to comparable sales, local market trends and conditions, current property taxes, and current economic situations of areas and regions.
- Compile and analyze all relevant factors according to appraisal industry standards, e.g., construction costs, location, income/revenues, replacement costs, capitalization rates, highest and best use, comparable sales data, economic trends, market conditions.
- Perform subdivision analyses in conjunction with mixed use real estate projects and other complex real estate proposals and transactions. Analyze, review, and summarize data and reports on findings; interpret results and make recommendations as appropriate.
- Collaborate with State Land Office senior staff to determine pricing methods for Right-of-Ways, easements, and leases as well as evaluates the potential revenue and risks associated with proposed land uses.
- Assemble and analyze all relevant information regarding land use and values of improvements and business assets.
- Develop and maintain a data base of land values and lease rates/terms throughout New Mexico, on both private and public lands.
- Develop standard approaches and fee/pricing schedules for various types of leases managed by the Commercial Resources Division including: commercial business leases for office, industrial, and retail; renewable energy leases (solar, wind, biomass, geothermal); oil and gas surface leases, transfer stations, telecommunications leases, mining operations, billboard leases/permits; planning and development leases, land exchanges, and sales and for other types of leases as directed.
- Conduct site visits as appropriate with State Land Office District Resource Managers and representatives of federal agencies regarding land exchanges involving consultation with local area real estate appraisers, real estate brokers, county clerks, and other professionals and government officials who can help establish historic, current, and future land values for subject properties.
- Advise the Commissioner of Public Lands on complex real estate matters such as land disposition strategies related to leasing, sales, and exchanges, with the goal of managing risk, and maximizing revenues for trust beneficiaries.
- Able to provide professional testimony on behalf of the Commissioner of Public Lands in courtroom settings and in other legal venues.

### **Recommended Education and Experience for Full Performance**

A Bachelor's Degree with emphasis in Business, Real Estate, Finance, Real Estate Finance, Real Estate Development, Economics, Accounting, Appraisal Methods, or related fields and four (4) years of professional experience developing appraisals, with emphasis on commercial properties. Experience must be in preparation of complete appraisals prepared to the highest professional standard, and not merely land valuations and appraisal reviews.

### **Minimum Qualifications**

A Bachelor's Degree with emphasis in Business, Real Estate, Finance, Real Estate Finance, Real Estate Development, Economics, Accounting, Appraisal Methods, or related fields and two (2) years of professional experience as a licensed New Mexico Certified Real Estate Appraiser.

**Licensed NM General Certified Real Estate Appraiser is required.**

## Knowledge and Skills

### Knowledge

**Uniform Standards of Professional Appraisal Practice (USPAP)** Knowledge of USPAP and its application regarding appraisal assignments, review assignments, and consulting assignments.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Geography** — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

### Skills

**Financial Analysis** - Knowledge of the principles and practices of strong financial analysis and the reporting of such data.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Writing** — Write clear and coherent appraisal narrative reports, memorandums, emails, and

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other forms of written communication and record. Communicate effectively in writing as appropriate for the needs of the audience. Lengthy reports and a clear reconciliation of information and analysis may be required.

**Communication** - Communicate clear consultation through summary reports and presentations to staff, Commissioner of Public Lands and to outside parties, applicants, lessees, groups and associations.

**Speaking** — Talking to others to convey information effectively. As a consultant, professional presentations may be required.

**Time Management** — Managing one's own time and the time of others.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

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**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt.

**Bargaining Unit:** N/A

**Established:** 08/29/2013 **Revised:**

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*