



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

APPRAISERS AND ASSESSORS OF REAL ESTATE SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Appraisers & Assessors of Real Estate Supv.	C2021S	70	

**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

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.

Nature of Work

Appraisers & Assessors of Real Estate Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and they work in localities they are familiar with, so they have knowledge of any environmental or other concerns that may affect the value of a property. They note any unique characteristics of the property and of the surrounding area, such as a specific architectural style of a building or a major highway located next to the parcel.

Appraisers have independent clients and typically focus on valuing one property at a time. They often specialize in a certain type of real estate. For example, commercial appraisers specialize in property used for commercial purposes, such as stores or hotels. Residential appraisers focus on appraising homes or other residences and only provide appraisals for those that house 1 to 4 families. Other appraisers have a general practice and are willing to appraise the value of any type of real property.

Assessors predominately work for local governments and are responsible for valuing properties for property tax assessment purposes. Unlike appraisers, who generally focus on one property at a time, assessors often value entire neighborhoods using mass appraisal techniques and computer-assisted mass appraisal systems to value all the homes in a local neighborhood at once. Although they do not usually focus on a single property, they may use single property methods if the property owner challenges the assessment. Revaluations of assessed properties are performed cyclically on a schedule established by State statute or local practice. Depending on the size of the jurisdiction and the number of staff in an assessor's office, a mass appraisal firm or a revaluation firm may do much of the work of valuing the properties in the jurisdiction. These results are then officially certified by the assessor.

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Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Employees in this Role have a high level of expertise in the area of appraising and assessment of real estate and/or right-of-way.
- Employees responsibilities include extensive knowledge of agency policies and procedures, state and federal laws, rules and regulations.
- Employees have centrally located program responsibilities with support services available.
- Employees perform complex work related to property acquisition, property management, or relocation, and provide guidance to other staff.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Business Administration or Finance and four (4) years of experience in real estate, appraisals, real estate appraisals, accounting, auditing, finance and/or collections, two (2) years of which must be supervisory.

Minimum Qualifications

Bachelor's Degree in Business or Public Administration and two (2) years of experience in real estate, appraisals, real estate appraisals, accounting, auditing, finance and/or collections. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

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Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

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.

Building and Construction · Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

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

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

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

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inappropriate times.

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

Writing · Communicating effectively in writing as appropriate for the needs of the audience.

Speaking · Talking to others to convey information effectively.

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.

Monitoring · Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Service Orientation · Actively looking for ways to help people.

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: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 1/14/2016

Revised:

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*