



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

APPRAISERS AND ASSESSORS OF REAL ESTATE

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Appraisers & Assessors of Real Estate-B	C2021B	55	
Appraisers & Assessors of Real Estate-O	C2021O	60	
Appraisers & Assessors of Real Estate-A	C2021A	65	

**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

Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.

Nature of Work

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.

Distinguishing Characteristics of Levels

Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

APPRAISERS AND ASSESSORS OF REAL ESTATE

Basic

- Employees in this Role perform basic right-of-way research, review, and documentation requiring a basic understanding of real estate terminology.

Recommended Education and Experience for Full Performance

Associate's Degree in Business Administration or Finance and four (4) years of experience in real estate, appraisals and/or real estate appraisals.

Minimum Qualifications

High School diploma or Equivalency and two (2) years of experience in real estate, appraisals, real estate appraisals, bookkeeping, finance, auditing and/or owning your own business.

Operational

- Employees in this Role appraise real and personal property to determine its fair value.
- Employees may assess taxes in accordance with prescribed schedules. Duties include a high level analysis of issues relating to right-of-way.
- Employees perform independent research, analysis, negotiation, and provide documentation.
- Employees review and approve real estate appraisal reports to ensure quality and integrity.
- Employees perform a full range of property appraisals and provide consultative services to local officials. This Role involves appraisals of properties or appraisals that do not require the signature of a certified appraiser.

Recommended Education and Experience for Full Performance*

Bachelor's Degree in Business or Public Administration and two (2) years of experience in real estate, appraisals and / or real estate appraisals, accounting, auditing, finance and/or collections.

Minimum Qualifications

Associate's Degree in Business Administration or Finance 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 four (4) years may substitute for the required education and experience.

Advanced

- 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.

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.

APPRAISERS AND ASSESSORS OF REAL ESTATE

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.*

Knowledge

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

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.

