



## Human Resource Division

Eileen J. Sedillo  
Human Resource Director

Maria L. Martinez  
Chairman - District 4

Harold M. Garcia  
Vice-Chair - District 1

Janice C. Varela  
Commissioner - District 2

Max C. Trujillo  
Commissioner - District 3

Chris A. Najer  
Commissioner - District 5

Vidal Martinez, Ed. D.  
County Manager

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for an Appraiser I position with the San Miguel County Assessor's Division. The position will be responsible for appraising and gathering information in order value on all Real Estate subject for taxation in San Miguel County. Reviews and updates property record cards when changes are required, field review and make necessary trips to discover taxable properties, not limited to Real Estate but also personal property and any other duties assigned by County Assessor, Chief Deputy or First Deputy.

**RANGE I:**

**SALARY RANGE:**

\$25,000.00 - \$32,000.00



**DEADLINE:**

Deadline for applications with attached resume is Thursday, April 11, 2019 at 3:00 p.m. Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at [www.smccounty.net](http://www.smccounty.net). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

 4-1-19  
\_\_\_\_\_  
Connie Gallegos, SMC Assessor Date

 4/1/19  
\_\_\_\_\_  
Vidal Martinez, Ed. D., County Manager Date

 4.1.19  
\_\_\_\_\_  
Eileen Sedillo, Human Resource Director Date

Published: \_\_\_\_\_, 2019

**SAN MIGUEL COUNTY**  
**ASSESSOR'S OFFICE**  
**APPRAISER I**  
**JOB DESCRIPTION**

**Range I**

**SALARY:** \$25,000-32,000  
**STATUS:** Classified Position  
**FLSA:** Non-Exempt

**DEFINITION:**

Performs the valuation of all real estate properties within San Miguel County, consults and participates in appraisals.

**SUPERVISION:**

Work is under the supervision of the Chief Appraiser, County Assessor or his/her deputies. Guidelines include Federal and State laws, rules and regulations, County and Assessor's Office policies.

**RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:**

Appraiser I is responsible for appraising and gathering information in order to establish a value on all Real Estate subject for taxation in San Miguel County. Review and update property record cards when changes are required, field review and make necessary trips to discover taxable properties, not limited to real estate but also personal property and any other duties assigned by either the County Assessor or his/her deputies.

**EDUCATION REQUIREMENTS:**

High School graduate or GED, good math skills, able to use calculators, must attend and pass all International Association of Assessing Officers (IAAO) courses offered by the New Mexico State Property Tax Division. Successful completion of an IAAO course or must obtain certification as an Appraiser I within the first two (2) years of employment.

**SPECIAL SKILLS OR REQUIREMENTS:**

Appraiser should be able to work with taxpayers in a professional and courteous manner, must be knowledgeable in the use of computers. Must be knowledgeable with San Miguel County and must have a valid New Mexico driver's license and a clean driving record in order to drive county vehicles.



**WORK ENVIRONMENT:**

Hours involve 30% office duties with the remaining 70% allotted for field work under different weather conditions; some after-normal working hours; some in- and out-of-state travel for training and job-related functions.

**PHYSICAL REQUIREMENTS:**

Mobility factors--Standing 15%, Sitting 20%, Walking 20%, Climbing 10%, Lifting 10%, and Driving 25%.

**Job description approved by the San Miguel County Board of County Commissioners:**

 _____ San Miguel County Manager	9/8/15 _____ Date
Patricia D. Salgado _____ San Miguel County Assessor	9-8-15 _____ Date
 _____ San Miguel County Human Resource Supervisor	9/8/15 _____ Date
_____ Employee	_____ Date