



Human Resource Division

Eileen J. Sedillo

Human Resource Director

Maria L. Martinez
Chairman - District 3

Harold M. Garcia
Vice-Chair - District 2

Janice C. Varela
Commissioner - District 1

Max O. Trujillo
Commissioner - District 4

Chris A. Najjar
Commissioner - District 5

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for a Mobile Home Specialist position with the San Miguel County Assessor's Division. Will be responsible for appraising and gathering information in order to establish a value on all mobile homes subject for taxation in San Miguel County and must be able to defend values in either Protest Board or District Court matters. Will also be required to review and update property cards when changes are required. The Mobil Home Specialist may also be required to perform other duties assigned by either the County Assessor or his/her deputies.

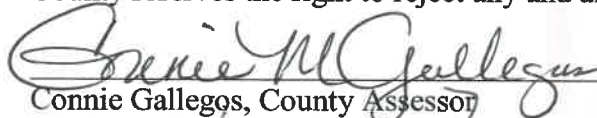
Vidal Martinez, Ed. D.
County Manager

RANGE I POSITION:

SALARY RANGE: \$25,000.00 - \$32,000.00

DEADLINE: OPEN UNTIL FILLED

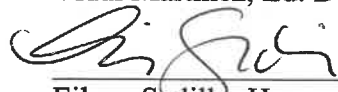
Applications and a detailed job descriptions may be picked up from the San Miguel County Human Resource Office located at the San Miguel County Administration Complex, 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at www.co.sanmiguel.nm.us. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Connie Gallegos, County Assessor

8-28-19.
Date


Vidal Martinez, Ed. D., County Manager

8/28/19
Date


Eileen Sedillo, Human Resource Supervisor

8.28.19
Date

Published: _____, 2019

SAN MIGUEL COUNTY
ASSESSOR'S OFFICE
MOBILE HOME SPECIALIST
JOB DESCRIPTION

Range I

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

DEFINITION:

Performs the valuation of all mobile homes within San Miguel County, and consults and participates in mobile home appraisals and assists taxpayers with deactivation of titles.

SUPERVISOR:

Work is under the supervision of the Chief Appraiser and County Assessor and his/her deputies. Specialist must follow all federal and state law guidelines, rules and regulations, as well as county and assessor's office policies.

RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:

Will be responsible for appraising and gathering information in order to establish a value on all mobile homes subject for taxation in San Miguel County and must be able to defend values in either Protest Board or District Court matters. Will also be required to review and update property cards when changes are required. Mobile Home Specialist may also be required to perform other duties assigned by either the County Assessor or his/her deputies.

EDUCATION REQUIREMENTS:

Must have a high school diploma or GED, good math skills, able to use calculators and may be required to attend trainings and courses related to this position to upgrade the skills needed to keep up with changes taking place with the mobile home department.

SPECIAL SKILLS OR REQUIREMENTS:

Job requires computer knowledge, good telephone skills, being able to work with the taxpayer in a professional and courteous manner and be able to operate all office computers and equipment. Requirements include having a valid New Mexico driver's license and a clean driving record in order to drive county vehicles.



WORK ENVIRONMENT:

Office Area

PHYSICAL REQUIREMENTS:

Mobility factors: Sitting 50%, Standing 25%, Driving 5%, and Walking 20%.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COUNTY COMMISSIONERS:

 San Miguel County Manager	11-13-15 Date
Patricia D. Mallego San Miguel County Assessor	11-12-15 Date
 San Miguel County Human Resource Supervisor	11/12/15 Date
Employee	Date