



## 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 O. Trujillo  
Commissioner - District 3

Chris A. Najer  
Commissioner - District 5

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for a Personal Property Mapping Clerk position with the San Miguel County Assessor's Division. Duties include ongoing discovery, tracking and documentation of various properties to ensure proper valuation and taxation of personal property. Utilizes "Personal Property Valuation Schedule, reviews and updates account records, identifies property classification. Updates office records to include all additions to tax rolls pertaining to deed transfers on property record cards and maps.


Vidal Martinez, Ed. D.  
County Manager

#### CLERICAL WORK TO ASSIST OFFICE OPERATIONS RANGE I:

SALARY RANGE: \$18,000.00 - \$25,000.00

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](http://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

8-7-19

Date

  
Vidal Martinez, Ed. D., County Manager

8/7/19

Date

  
Eileen Sedillo, Human Resource Supervisor

8.6.19

Date

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**SAN MIGUEL COUNTY  
PERSONAL PROPERTY/MAPPING CLERK  
JOB DESCRIPTION**

**Personal Property/Mapping Clerk Position  
Clerical Work to Assist Office Operations Range I  
Salary \$18,000-\$25,000  
FLSA: Non-Exempt**

**GENERAL STATEMENT OF DUTIES:**

Under the direct supervision of the San Miguel County Assessor, Chief Deputy Assessor, and First Deputy Assessor, the position is a position within the San Miguel County Assessor's Office.

Performs a variety of entry level technical duties as required to expedite the discovery, assessment and valuation of personal property within the county, including business personal property and processing of straight transfers of deeds.

**RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:**

Performs ongoing discovery, tracking and documentation of various properties to ensure proper valuation and taxation of personal property, monitors community business starts through telephone directory, Uniform Commercial Code reports and the grapevine to ensure all taxable personal property is accounted for on tax rolls; monitors business regulation renewals within the county to assist in the property identification and assessment of personal property.

Utilizes "Personal Property Valuation Schedule" to calculate values, prepares and mail business personal property declaration sheets to newly established businesses requiring owners to make declaration of personal property for assessment calculations; reviews, updates account records, processes personal property declared as taxable, identifies property classification, identify and verify increases or reduction in taxable personal property; updates office records to include all additions to tax rolls; calculates market values.

Assists the public requesting personal review of property valuations; assists property owners to file "protests" as requested.

Provides daily customer service, conducts telephone follow-up on businesses slow to respond to declaration request; responds to calls and provides counter assistance to the public; responds to questions regarding personal property tax or defers the same to supervisor. Updates office records and files to reflect changes in taxable personal property; utilizes depreciation schedule in determining tax assessment of reported property.

Must have knowledge of reading simple property descriptions of deeds to perform transfer of ownership on assessor records and able to use county maps to locate property to be assessed.

**EDUCATION/WORK EXPERIENCE:**

High school diploma or GED certification, plus experience in evaluation real and personal property.

Must possess a valid New Mexico State Driver's License, and have a good driving record to be insurable for liability purpose.

Shall have working knowledge of computers and understand basic programs. Ability to make technical computations, obtain and analyze data affecting property values and make estimates based on such data, and be familiar with assessment-related applications.

Shall have general knowledge and/or experience of modern theories, principles, methods and techniques of estimating personal property values for assessment purposes, and have knowledge of the laws governing the valuation and assessment of personal property.

Shall have general knowledge and/or experience pertinent to laws relating to ownership and appraisal methods and techniques and the use of legal descriptions, maps, and know the operations of equipment used within the

Shall be able to complete initial Personal Property Appraiser courses and attend IAAO Personal Property Appraisal Classes as designated by the County Assessor and offered by the New Mexico Taxation and Revenue Department.

**WORK CONDITIONS/DESCRIPTION OF TOOLS, EQUIPMENT, WORK AIDS USED AND MATERIALS AND/OR PRODUCTS HANDLED:**

Office environment: Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars, and may be required to do field work in association with Business Personal Property.

Telephone, calculator, computer terminal/keyboard and printer, mapping computer, photocopy machine, fax machine, OCE 7056 copy machine, and other related office machines.

Material used in performance of office duties to include property record cards, deeds, real estate contracts and various other documents.

**PHYSICAL REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged

