



San Miguel County

Human Resource Office

Eileen Sedillo, Director

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

SAN MIGUEL COUNTY ASSESSOR'S OFFICE


MOBILE HOME SPECIALIST

IN-HOUSE ADVERTISEMENT


The **Mobile Home Specialist** position with the San Miguel County Assessor's Office is 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 Mobile Home Specialist may also be required to perform other duties assigned by either the County Assessor or his/her deputies.

SALARY RANGE 22: \$29,695.00 - \$37,119.00

If you are interested you must submit a letter of interest attached with your resume to the Human Resource Office no later than **June 3, 2024**.


Joy Ansley, County Manager

5.21.24
Date


Eileen Sedillo, Human Resource Director

5.21.2024
Date

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
<i>Patricia D. Mallego</i> San Miguel County Assessor	11-12-15 Date
 San Miguel County Human Resource Supervisor	11/12/15 Date
Employee	Date