



Santa Fe County  
Assessment Specialist II

**SANTA FE COUNTY**

<b>SALARY</b>	\$21.92 - \$25.19 Hourly \$45,593.60 - \$52,395.20 Annually	<b>LOCATION</b>	Santa Fe, NM
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202600151
<b>DEPARTMENT</b>	Assessor's Office	<b>OPENING DATE</b>	05/01/2026
<b>CLOSING DATE</b>	5/15/2026 5:00 PM Mountain	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	AFSCME 1782	<b>DEPARTMENT CONTACT INFORMATION</b>	Jennifer Romero (505) 986-6309
<b>UNION ELIGIBILITY</b>	Position is Union eligible after completion of one (1) year probationary period.	<b>BUDGET AMOUNT</b>	Position budgeted up to \$25.19 hourly commensurate with related education and experience

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## Primary Purpose

Performs clerical duties related to property tax, valuations and assessments and ensures effective customer service.

## Essential Job Functions

- Enters such as changes, deletions and additions to assessment information; updates ownership and address data to property records; researches ownership; and researches value, deed, and plat recording information.
- Assists public in identifying properties; answers phone and greets visitors at front desk; responds to online chats from customers; assists the public with questions concerning market values and tax assessments; assists customers in filing protest forms; and maintains property and inventory files.
- Processes Manufactured Home tax releases and assists in assessing manufactured homes as needed.
- Researches and processes exemptions; prepares computer work sheets for data entry; and enters all record changes into database.
- Prepares forms, letters, and other related working documents; transmits as needed.
- Organizes, scans, and files various documents.
- Provides occasional assistance to appraisers in field measuring homes and in collecting data.
- Assists with Business Personal Property data entry during peak times of the year.
- Assists in training other Assessment Specialists.

## Knowledge/Skills:

- Knowledge of real estate and marketing economic concepts or ability to understand such concepts; of computers and basic math; and of the state's economy.
- Ability to type with accuracy and speed; to present information clearly and concisely, verbally and in writing; and to establish effective and tactful working relationships with associates and the public.

- Skill in operating various word-processing, spreadsheets, database and other software programs in a Windows environment.
- Skill in providing effective customer service.

## Minimum Qualifications

- High school diploma or equivalent plus two (2) years business administration, customer service, clerical or bookkeeping experience.

## Supplemental Information

**Working Conditions:** Work is performed in an office setting. Work schedule may occasionally include evening and weekend hours. While performing the duties of this job, the employee regularly is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. Clarity of vision at long distance and short distance required. The employee may occasionally be exposed to dust, fumes, airborne particles, or allergens; be exposed to excessive noise; and use protective clothing, equipment, devices, or materials. May be required to lift up to 20 pounds. May be subject to exposure to CRTs and VDTs.

**Conditions of Employment:** Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

## Benefits

Santa Fe County is proud to offer a comprehensive benefits package to eligible, full-time and part-time employees who work 20 hours per week. You will receive plan booklets, which give you more detailed information about each of these programs.

### BENEFITS OFFERED

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Voluntary Life and AD&D
- Short-Term Disability
- Long-Term Disability
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)
- Gym Membership

To learn more details, visit our website:

- [Health Benefits](#)
- [Leave and Retirement](#)
- [Additional Employee Benefits](#)
- [Employee Development Program](#)

*Santa Fe County is an Equal Opportunity Employer*

*It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, genetic information, or political affiliation.*

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**Employer**

Santa Fe County

**Address**

102 Grant Avenue

Santa Fe, New Mexico, 87501

**Phone**

(505) 992-9880

**Website**

[https://www.santafecountynm.gov/human\\_resources](https://www.santafecountynm.gov/human_resources)

## Assessment Specialist II Supplemental Questionnaire

**\*QUESTION 1**

Do you have a valid driver's license?

- Yes
- No

**\*QUESTION 2**

Do you have a High School diploma or GED?

- Yes
- No

**\*QUESTION 3**

How many years of business administration, customer service, clerical or bookkeeping do you have?

- No experience
- Less than 1 year of experience
- 1 year but less than 2 years of experience
- 2 years but less than 3 years experience
- 3 or more years of experience

\* Required Question