



# TORRANCE COUNTY

P.O. BOX 48, 205 Ninth Street, New Mexico 87016

Phone: 505.246.4752, Fax: 505.384.5294

[www.torrancecountynm.org](http://www.torrancecountynm.org)

## APPLICATION FOR EMPLOYMENT

### AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, or the presence of a medical condition or disability (unless a bona fide occupational qualification for position).

NAME - Last	First	Initial	Home Phone:
ADDRESS - Street	Mailing		Business or Message Phone
City	State	Zip Code	Please list any different name you have used for school or employment

### EACH POSITION YOU APPLY FOR REQUIRES A SEPARATE APPLICATION POSITION APPLIED FOR - Give exact title.

1. Title
2. Do you have a valid NM driver's license?:      Commercial Driver's License?:      Number: Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Class:
3. Have you been convicted of a felony or misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain and provide dates:
4. Have you previously worked or do you now work for Torrance County? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, provide dates: Employment records for former and current County employees will be made available to hiring officials upon request.
5. Does Torrance County employ any relative of yours? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, (1) Name: _____ (2) Name: _____ Relationship: _____ Relationship: _____

### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The completion of this application represents your ability to provide written communication and follow directions. Incomplete or illegible applications will not be processed.

Attach a copy of your diploma, degree or appropriate transcripts to each application.

Type or print in dark ink. Copies are acceptable if each is clear, has an original signature, correct job title and contains required notarization and attachments. **DO NOT** submit a résumé in lieu of this application. Read the job specifications carefully for the position for which you are applying. Note the skills and knowledge required for the position and assure that you meet the minimum qualifications set forth on that announcement. Carefully complete each block of the Employment History section to fully describe your work or volunteer experience. Your qualification for a position will depend on your description of previous experience and its relevance to the position you are seeking.

NAME - Last		First	Initial
EDUCATION, LICENSES, CERTIFICATIONS Check (✓) and fill in appropriate areas		High School Graduate/GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>ATTACH A COPY OF DIPLOMA OR CERTIFICATE</b>	
<input type="checkbox"/> Vocational/Technical	Hours Completed	<input type="checkbox"/> Business College	Hours Completed
<input type="checkbox"/> School - Major Field		<input type="checkbox"/> Major Field	

**COLLEGE OR UNIVERSITY**

UNDERGRADUATE		GRADUATE	
School(s)		School(s)	
Major Field(s)		Major Field(s)	
Degree Earned	Date of Degree	Degree Earned	Date of Degree

**LICENSE OR CERTIFICATE**

1. License/Certificate issued by				2. License/Certificate issued by			
Field/Trade Specialization	Number	Date Issued	Exp. Date	Field/Trade Specialization	Number	Date Issued	Exp. Date

**NOTE: You MUST SUBMIT** required documents (copy of transcript, license, certificate) with each application.

State any additional information you feel may be helpful to us in considering your application:

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**SHERIFF AND/OR DISPATCH APPLICANTS ONLY**

Are you age 21 or older? Yes  No

Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Are you willing to submit to a full background investigation? Yes  No

Are you willing to submit to a drug and alcohol screening? Yes  No

Are you willing to submit to psychological testing? Yes  No

Are you willing to undergo various physical agility tests and submit to a full physical examination?  
Yes  No

Are you currently or have you been previously certified?: Yes  No

If so, list agency: \_\_\_\_\_

EMPLOYMENT HISTORY - A résumé will not be accepted in lieu of the employment application. Begin with current or most recent job or volunteer experience and work back. If more than one position has been held with the same employer, list each separately. Describe each different assignment in military service. Under "DUTIES" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibilities.

MAY WE CONTACT THE EMPLOYERS LISTED BELOW?  YES  NO

If NO, explain: \_\_\_\_\_

FOR ADDITIONAL EMPLOYMENT HISTORY USE SUPPLEMENTAL SHEET

<b>1</b>	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address Street/Mailing			Supervisor's Name and Telephone Number	
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$	
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
				DO NOT WRITE IN THIS AREA
				YEARS MONTHS
Reason for Leaving:				

<b>2</b>	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address Street/Mailing			Supervisor's Name and Telephone Number	
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$	
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
				DO NOT WRITE IN THIS AREA
Reason for Leaving:				YEARS MONTHS

3	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address Street/Mailing			Supervisor's Name and Telephone Number	
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$	
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
				DO NOT WRITE IN THIS AREA
				YEARS MONTHS
Reason for Leaving:				

List three professional references (Other than former employers or relatives) List Only those you will permit us to contact.

NAME	ADDRESS	PHONE	PROFESSIONAL RELATIONSHIP
1.			
2.			
3			

**SIGNATURE** - Please read before signing

<p>I hereby certify that this application contains no willful misrepresentation(s); and that should any investigation disclose misrepresentation or falsification, my application will be rejected; my name removed from consideration for employment and I may be dismissed if employed. I hereby authorize Torrance County to investigate the information contained herein and contact those previous employers I have approved.</p> <p>Sign Here in Ink <span style="float: right;">Date</span></p>
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**THE SELECTION PROCESS.** Upon the closing date of the announcement, the Human Resources Office will review all applications received to determine if applicants meet the minimum qualifications for the position. The qualifying applications are then delivered to the selecting official(s) for selection of interviewees. If you are selected for an interview, you will be contacted by the Human Resource Office. After all interviews have taken place and an applicant has been offered and accepted the position, the remaining applicants will be contacted by telephone or letter to be informed that the position has been filled.

## CONTINUATION SHEET FOR EMPLOYMENT HISTORY

	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title		Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$
If you supervised employees, indicate number and give dates #      From (Mo/Yr)      To (Mo/Yr)			Place of employment (City and State) if different from employer's address	
Duties:				
Reason for Leaving:				<b>DO NOT WRITE IN THIS AREA</b>
				YEARS      MONTHS

	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title		Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$
If you supervised employees, indicate number and give dates #      From (Mo/Yr)      To (Mo/Yr)			Place of employment (City and State) if different from employer's address	
Duties:				
Reason for Leaving:				<b>DO NOT WRITE IN THIS AREA</b>
				YEARS      MONTHS

## RELEASE OF INFORMATION FORM

Applicant: I give all prior employers permission to release to Torrance County information in my personnel file regarding the following areas of my previous employment.

[Please specify some or all]

- |                                                      |                                                               |                                            |
|------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Date of Hire                | <input type="checkbox"/> Date of Termination                  | <input type="checkbox"/> Beginning Salary  |
| <input type="checkbox"/> Ending of Salary            | <input type="checkbox"/> Attendance Records                   | <input type="checkbox"/> Tardiness         |
| <input type="checkbox"/> Vacation Time               | <input type="checkbox"/> Sick Leave Time                      | <input type="checkbox"/> Leave Without Pay |
| <input type="checkbox"/> Performance Evaluations     | <input type="checkbox"/> Disciplinary and Termination Records |                                            |
| <input type="checkbox"/> Workers' Compensation Leave |                                                               |                                            |

I hereby release and discharge all prior employers from all claims or actions for loss, liability, damage, or expense which I now have or which may hereafter arise from the making of any inquiries about me or the furnishing of any information about me in connection with my application for employment with Torrance County.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_





**Public and Private Record Release**  
Employment or Insurance Purposes

The Fair Credit Reporting Act (FCRA) allows Torrance County to gain access to Public and Private records with my permission for employment or insurance purposes.

By signing this release:

I hereby give permission to Torrance County to investigate my **driving and/or criminal history** for purposes allowable under the FCRA.

I understand that my eligibility for employment and/or continued employment is contingent upon Torrance County gaining access to these records.

I confirm that I have read and understand the "Fair Credit Reporting Act Disclosure Statement" provided to me by Torrance County.

I authorize Torrance County to periodically receive these records, and such authorization will remain in effect for one year or for the duration of my relationship with Torrance County, whichever period is longer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number  
(For Criminal Records Only)

\_\_\_\_\_  
Printed Name (as it appears on drivers license)

\_\_\_\_\_  
Driver License Number

\_\_\_\_\_  
Circle Gender M or F

\_\_\_\_\_  
Date of Birth - Month/Day/Year

SUBSCRIBED AND SWORN BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_, 20\_\_\_\_\_

(Seal)



## POSITION SPECIFICATIONS

POSITION TITLE: **APPRAISER**  
REPORTS TO: COUNTY ASSESSOR

### Job Summary

Under the general supervision of the Chief Appraiser, appraises all residential and non-residential properties for valuation purposes in accordance with the state statutes and other duties as assigned.

### Minimum Qualifications

1. High school diploma or GED required.
2. Valid New Mexico Driver's License.
3. Two (2) years of full-time administrative and/or customer service work experience.
4. Must take and pass IAAO Appraisal Classes to become a certified appraiser.
5. Designation of "New Mexico Certified Appraiser" through the New Mexico Taxation and Revenue Department, Property Tax Division preferred.
6. Experience in agriculture, real estate or appraisal methods preferred.
7. Knowledgeable with Microsoft Office applications.
8. Knowledge of documents involving property titles, property taxes, and legal descriptions used in appraisal work preferred.
9. Ability to maintain licensure through continuing education in the fields of mapping and appraisal.
10. Previous computer experience preferred.
11. Ability to understand and communicate in English. Ability to understand and communicate in Spanish preferred.
12. Ability to perform the essential duties listed below.
13. Ability to perform essential duties in the work conditions described below.
14. Ability to work with the equipment, tools, and materials listed below.

### Essential Duties

1. Appraisal of all assigned property parcels; duties consist of field inspection, data collection, review and analysis of value and real estate sales data. Applies appraisal skills to perform all property appraisal functions.
2. Assists the public in the office, by telephone and in the field, with inquiries and concerns regarding assessed valuations or departmental policies/procedures.
3. Participates as a team member on completing the duties of the department participating in meetings and submitting reports to supervisors. Becoming knowledgeable of applicable state statutes and regulation (specifically, the Property Tax Code).
4. Calculate proper appreciation or depreciation of structures and/or property. Such calculations are based on considerations of land use, type of structures, additions or remodeling projects, size of structure(s) on property, utility access, access to property, and other related criteria.

5. Perform market analyses to determine current property value. Documents such as deeds, tax valuation notices, real estate contracts, closing statements, and mortgages are used in performing such analysis.
6. As needed, testify before hearing board concerning disagreements or complaints on assigned real estate values.
7. Change codes on property cards and computer system as needed, based on use of property and type of residence.
8. Assist in accounting for and monitoring changes in plat books and folders.
9. Employees must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

#### Non-Essential Duties

1. Move office furniture and equipment.

#### Other Requirements

(This section will be completed with criteria specific to each employer).

1. Employee must successfully pass physical examination.
2. Employee must comply with the safety guidelines of the employer.

### FUNCTION ANALYSIS

#### Mental Functions

1. Must be able to apply current knowledge of mapping and appraisal techniques in the completion of essential duties.
2. Must be able to use communication skills effectively in dealing with a wide range of individuals in a variety of situations.
3. Must be able to apply knowledge of various legal documents in order to research prior taxes and property appraisals.
4. Must be able to use organization and computer skills in order to keep track of property records and changes in property maps.
5. Must be able to maintain high level of concentration for long periods of time while preparing, updating and changing property cards and inputting information into the computer system.

#### Physical Functions

1. Must be able to sit for up to an estimated 2 hours at a time, and up to an estimated total of 5 hours per day.
2. Must be able to stand and/or walk up to an estimated 1 hour at a time, and up to an estimated total of 3 hours per day.
3. Must be able to climb stairs, hills, fences etc.; crouch, crawl, or kneel as needed in the performance of essential duties.
4. Must be able to bend at the waist, and twist/rotate waist as needed, up to an estimated 30 times total per day.
5. Must be able to push/pull with arms, with a force estimated at less than 5 pounds.
6. Must be able to work with arms extended for brief periods of time. Must be able to work with arms bent for up to 4 hours at one time, and up to 8 hours total per day. Must be able to reach away from body or overhead with arms as needed.

7. Must be able to lift and carry for short distances, objects weighing up to 55 pounds, as needed. This lifting typically occurs while using resource materials to research prior property taxes and property appraisals.
8. Must be able to coordinate use of legs and feet to operate motor vehicle when needed.
9. Must be able to use hands and fingers to grasp/manipulate equipment and materials in a bilaterally coordinated manner in performing essential duties.
10. Must be able to coordinate use of hands and eyes in the performance of certain essential duties.
11. Must possess eyesight and hearing sufficient to safely operate motor vehicle when required. Must possess eyesight sufficient to work with property cards and/or a computer terminal for long periods of time.

#### Working Conditions

1. Essential duties are performed both indoors and outdoors.
2. Indoor duties are performed in a temperature-controlled environment. Worker is exposed to natural weather conditions while performing outdoor duties. Weather conditions may involve being exposed to or driving in heavy winds, snow, rain, sleet, etc.
3. Indoor duties are performed in an office setting with carpeted or tile floors, within a motor vehicle, or within a structure on a property to be appraised. Indoor surfaces are typically even and typically dry. Outdoor duties are performed on surfaces which may be even or uneven, wet or dry. Stairs may be required in performing indoor or outdoor duties. Outdoor duties may be performed on natural ground, asphalt, concrete, snow, or ice.
4. Worker performs duties alone or as a part of a select team. Many duties are performed without the assistance of direct supervision.
5. Worker is exposed to intermittent noise and vibration factors.
6. Worker may be exposed to various dusts and mists while performing outdoor duties.

#### Equipment, Tools, and Materials

1. Worker uses a variety of equipment in the office setting, including a burster, printer, typewriter, computer, telephone, microfiche reader/printer, adding machine, photocopy machine, and optic disk machine.
2. Worker handles writing utensils, property cards, deeds and other legal documents, various reference books and materials, and a wide variety of basic office supplies.
3. Worker operates a motor vehicle in traveling to various property sites throughout the county.
4. Worker uses binoculars, camera, measuring wheel, land check machine, writing utensils, clipboard, and property cards while appraising.

#### Employee Declaration

I have read the above position specifications. I understand the demands and expectations of the position described, and to the best of my knowledge, I believe I can perform these duties.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Appraiser Course 101

In keeping with the mission of the Office of Torrance County Assessor's Office to value all taxable property fair and equitably, every person hired with the designation of appraiser must successfully complete all required IAAO course work to become a New Mexico Certified Appraiser. In addition, continuing education courses are required every three (3) years thereafter by the Property Tax Division.

In accepting the position as an appraiser with the Office of the Torrance County Assessor the employee is given one (1) year to complete Course 101 of the International Association of Assessing Officers (IAAO) and pass to meet this qualification.

1. The office of the Torrance County Assessor will pay tuition, books, per diem and grant leave to attend and pass the required classes for the Certified New Mexico Appraiser Courses, typically held in Socorro, New Mexico.
2. After the employee has attempted to pass the required IAAO course work twice unsuccessfully, it shall be his/her responsibility for all the costs associated with the course including tuition, books, per diem and leave in the succeeding year.
3. After the third failed attempt to pass any of the required courses, the Office of the Torrance County Assessor may consider termination for not meeting the requirements of the job description as an appraiser.
4. If the employee refuses to take the required course(s) for any reason, the Office of the Torrance County Assessor may consider termination for not meeting the requirements of the job description as an appraiser.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_