



County of Jefferson – Employee Job Description

Department: Tax Assessment

Position Title: Data Collector
4140-071

Pay Classification: \$15.80/hour
Minimum of 35 hours per week
County Pension
Insurance Benefits
12 Paid Holidays per year
Paid Time Off (Personal, Sick, & Vacation)

FLSA Status: Non-Exempt
Non-Union

Reports To: Chief Assessor

Objective:

To gather specific data through observation, photography, measuring, and interviewing owners of identified properties in all municipalities within the county as well as to support and enhance the functions of the Assessment office by collecting complete and accurate data used in the valuation process under the general supervision of Certified Pennsylvania Evaluator (CPE) staff.

Qualifications:

A. Education/Training:

1. High School Diploma or equivalent required.
2. Must have a valid driver's license.

B. Work Experience:

1. 1-2 years' work experience in a customer focused position.
2. Experience in construction/building trade or familiarity and knowledge of various building materials, styles, and designs preferred.
3. Or any equivalent combination of acceptable training and experience preferred.

Background Clearance:

Valid Pennsylvania State Police and/or FBI clearance.



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Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language as well as follow oral and written instruction.
2. Must possess initiative and problem-solving skills.
3. Must possess the flexibility to function both independently and efficiently with general public, government officials, staff, and others.
4. Must maintain personal integrity.
5. Must possess the ability to multi-task while meeting deadlines.
6. Must maintain confidentiality in regards to county information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment as necessary with accuracy and reasonable speed.
8. Must be willing to obtain the basic knowledge of the principles, practices, methods, and techniques of property valuation.
9. Must possess the knowledge or be willing to obtain the knowledge of state and county laws, policies, and procedures as well as Assessment office practices and procedures governing real property valuation.
10. Must possess the ability to interpret and explain assessment procedures effectively, both verbally and written.
11. Must possess the ability to make accurate and detailed observations of buildings for the purpose of completing detailed and accurate reports.
12. Must possess the ability to measure accurately using a variety of tools.

Physical and Mental Requirements:

1. Must be able to sit, stand, and walk intermittently throughout the workday with frequent twisting, stooping, bending, reaching, grasping, and lifting/carrying objects weighing a maximum of 30 pounds necessary to carry out essential job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
3. Must demonstrate emotional stability and the ability to cope with the physical and mental stress of the position.
4. Must be attentive to detail.

Duties and Responsibilities:

1. Assists the general public, tax payers, abstractors, surveyors, office staff, and attorneys with questions and directions.
2. Interacts with the general public, agencies, staff, and internal county and municipal entities.
3. Assists the Chief Assessor to ensure proper procedures are carried while conducting field reviews and inspections of buildings and improvements.



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Duties and Responsibilities (cont'd):

4. Collects data including measurements, location, characteristics of the local neighborhood, nearby roads, utilities, and anything that might impact the value of a property.
5. Collects data on all residential, commercial, and industrial properties, both new and improved.
6. Surveys the entire county for undocumented changes not reported on permits.
7. Transfers all deed transactions, right of ways, and traces deeds; locates and plots property lines per deed description to the paper maps, computer, and mylars.
8. Operates computers and other office equipment as needed.
9. Attends meetings and trainings as required to maintain competency.
10. Performs other job-related duties as assigned.

Working Conditions:

1. Works indoors in adequate work space, lighting, temperatures, and ventilation.
2. Average indoor and outdoor exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels frequently during all seasons and is exposed to outdoor elements and environmental conditions, including but not limited to, snow, ice, rain, hail.
5. Works occasionally with potentially difficult or uncooperative individuals.



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Acknowledgement:

I am able to perform the essential functions of this position without an accommodation.

Yes _____ No _____ (Initial)

Jefferson County reserves the right to change or reassign job duties or to combine positions at any time. I further understand I am an at-will employee and this Job Description does not constitute a contract of employment.

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

I have read this Job Description and fully understand the requirements set forth herein. I hereby accept the titled position and agree to abide by the requirements set forth as well as policies and will perform all duties and responsibilities to the best of my ability.

(Employee Signature)

(Date)

(Employer Signature)

(Date)