

DATA COLLECTOR

24 hours per week/ 18\$ per hour

Duties involve responsibility for the collection and recording of data which forms the basis for the determination of assessments of real property. The work is performed under immediate supervision of the assessor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in gathering, assembling and recording data relating to property assessment;

Interviews landowners to gather data on property;

Photographs improvements for identification;

Measures improvements;

Draws scale plot plans;

Calculates square footage area of property;

Collects information needed for income capitalization valuation and records development and maintenance;

Performs a variety of related clerical and field duties relating to property assessments;

May be required to operate a computer in performing some of the duties listed above.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of office terminology, procedures and equipment; working knowledge of business Arithmetic and English; ability to read, comprehend and apply information gathered; ability to understand and carry out oral and written directions; ability to accurately measure buildings and calculate square footage; ability to get along well with others and to deal tactfully with the public; ability to prepare and maintain records and reports; ability to operate a computer; clerical aptitude; accuracy; tact; courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma

SPECIAL REQUIREMENTS:

- 1) Possession of a valid NYS driver's license and vehicle or be able to demonstrate the ability to meet the transportation needs of the position at time of application.

