

REAL PROPERTY DATA COLLECTOR III

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and supervisory work that involves a responsibility for overseeing the real property data collection function in a Town assessing office. The work differs from that of Real Property Data Collector II in that the latter is a combination of office and field work, and this third level only goes in the field for training or performance evaluation purposes. Additionally, the Real Property Data Collector III sets priorities for subordinates, assigns and reviews work, and is responsible for the maintenance of records in accordance with New York State Office of Real Property Tax Services regulations and procedures. The work is performed under the direct supervision of the Assessor, and supervision is exercised as described above over data collectors and real property valuation personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the real property data collection function by setting priorities, assigning work, providing training, evaluating work, etc.;

Trains staff to use data entry techniques and procedures in accordance with rules and regulations established by the New York State Office of Real Property Tax Services;

Runs report from database in order to spot check data entered by collectors and follows up on any problems;

Reviews all standard property cards for quality control purposes and to make sure that entries are correct and that there is enough information gathered for appraisal;

Sends collectors back into the field as needed;

Reviews final predicted values on sales valuation reports for problem valuations and recommends changes;

Reviews all data entered in an automated format from other departments and the county for accuracy;

Acts as central person to explain variables to the public either in person, on the phone, on the Internet or in writing;

Resolves all problems in collection such as unique home styles, questions with coding, homeowners refusing access, etc. and goes into the field as needed;

Assists in the statistical analysis of module factors by performing routine math computations with various coefficients and using testing samples;

Calculates property values from standard formulas;

Reviews and rules on all requests for time off.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic mathematics; good knowledge of building materials and construction; ability to record figures accurately and legibly; ability to read and understand real property tax maps; ability to enter/retrieve data from a real property computer program; ability to establish cooperative relations with property owners and the general public; ability to supervise the work of others; ability to perceive spatially and to reason abstractly; aptitude for conducting inspections, including good observation and mental alertness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of work experience in any one or combination of the following:

1. Structural construction of buildings;
2. Data collection requiring continual public contact;
3. Real property management or sales.

(over)

NOTE: An Associate's degree or higher which included or was supplemented by fifteen (15) credit hours in Business, Accounting, Real Estate, Surveying, Engineering, Architectural Technology or comparable curriculum may substituted for one (1) year of the required experience.

SPECIAL REQUIREMENT: Possession of a driver's license appropriate for the size and kind of vehicle to be operated.

PROMOTION: One (1) year of permanent competitive class status as a Real Property Data Collector II.