

REAL PROPERTY DATA COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of office and field work of a routine but exacting nature which requires the collection of real property data, particularly on residential properties, according to standard guidelines and includes the verification and processing of accumulated data for the purpose of making real estate appraisals for tax assessment. Calculation of property values based on the data collected may be required of this position. Supervision is received from the Assessor, however, technical direction may be received from an employee in an intermediate level position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts field inspections including the taking of photographs of residential dwellings;
Collects data on ownership and parcel identification;
Inspects and verifies dwelling characteristics;
Measures new construction and existing dwellings for perimeter dimensions;
Checks validity of all data and records changes;
Completes standard property cards describing essential characteristics of each parcel;
May calculate property values from standard formulas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic arithmetic; working knowledge of building materials and construction; ability to record figures accurately and legibly; ability to read tax maps for site location; ability to enter/retrieve data from a real property computer program; ability to establish cooperative relations with homeowners and occupants; aptitude for conducting inspections, including good observation and mental alertness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, and

1. A minimum of twelve (12) weeks of training in the subject matter provided in the Data Collection Manual issued by the New York State Office of Real Property Services and satisfactory field demonstration of the knowledge therein as determined by a certified Assessor or a recognized real property assessing firm; or
2. One (1) year of work experience in any one or combination of the following:
 - a) Structural construction or inspection of residential buildings;
 - b) Data collection requiring continual public contact;
 - c) Clerical processing of real property data;
 - d) Real property management or sales.

NOTES:

1. Additional work experience in any of the above areas may be substituted for high school on a year-for-year basis.
2. 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 be deemed fully qualifying.

SPECIAL REQUIREMENT: Possession of a valid driver's license.