



# CLINTON COUNTY GOVERNMENT

## *Job Description*

Title: Real Estate Data Collector/ Field Assessor  
Department: Assessment  
Position Reports to: Chief Assessor  
Grade Level: N/A  
FLSA Status: Non-Exempt  
Position Type: Part Time  
Position Number: 4136-70-11  
Bargaining Unit Status: Non-Bargaining  
Date: November 18, 2024

**Summary:** To assist the Assessor with site inspections and collect data for the tax valuation of real estate, and to monitor and report building activity. The majority of the position involves fieldwork. Reports to the Chief Assessor or his designee.

**Essential Functions:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Schedule, coordinate and conduct field inspections of real properties to assess size, type of construction, condition, use, location, and compliance with building/zoning permits.
- Data enter permits into database for tracking purposes.
- Interview property owners/builders for essential data affecting valuation.
- Assist in conducting field inspection of Clean and Green properties for compliance with property use guidelines.
- Provide information to property owners in the field about assessment policy and practice.
- Attend training seminars, workshops, and public meetings as required.
- Perform other related functions as assigned or required.

### **Education and Experience:**

- High school diploma. Some college education preferred. Six month's working experience in real estate, construction or building inspection preferred

### **Additional Job Requirements:**

- Valid driver's license, satisfactory pre-employment drug screen and background check.

### **Physical and Mental Abilities Required to Perform Essential Job Functions:**

- Excellent organizational skills.



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- Experience with and ability to operate personal computers using the Microsoft Office suite, CAMA and other databases, plotter printers, cell phones, etc.
- Ability to read GIS-generated maps and subdivision and building plans.
- Ability to work unsupervised at a high level of productivity.
- Ability to make independent decisions and take responsibility for them.
- Ability to understand and comply with state assessment statutes and Assessment Office policy and procedures; professional integrity.

### **Language abilities and Interpersonal Communication**

- English-language reading, oral and written communication skills.
- Commitment to maintaining confidentiality of client information and records.
- Thoughtful and controlled behavior in interpersonal workplace situations, following best practices.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages, decimals and fractions.

### **Physical Requirements**

- Ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment and tools, vehicles, and related items used in essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring training.
- Regular, sustained performance of moderately physically demanding work involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing or pulling moderately heavy objects (20 to 50 lb).
- Ability to recognize and identify degrees of similarity or difference between characteristics of color, shape, odor, and texture associated with typical work-related objects, materials, and tasks.
- Ability to work under generally safe and comfortable conditions, where exposure to environmental factors (weather, construction site hazards) may cause discomfort or pose a limited risk of injury.

### **Employee Expectations:**



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In completing the duties and responsibilities of the Part Time Data Collector/ Field Assessor, the employee will adhere to all County policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

### **At-Will-Employment:**

The Part Time Data Collector/ Field Assessor, is an at-will employee and serves at the pleasure of the County. Clinton County, Pennsylvania, is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read the job description for Part Time Data Collector/ Field Assessor, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date