Herkimer County

SENIOR DATA COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory, technical position involving responsibility for training, scheduling and supervising the work of entry level Data Collectors involved in the assessment of real property. The incumbent performs field work, but also checks the work of others and often undertakes special assignments of a more advanced and complex nature. No decisions are made with regard to the assessed value. The work is performed under the direct supervision of the Real Property Tax Services Director in conjunction with local Assessors. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Undertakes special data collection assignments of a more advanced and complex nature;
-Provides training to Data Collectors through formal programs, monitoring of work assignments and availability for answering questions;
-Schedules and supervises work of Data Collectors;
-Locates property based on information from deeds and tax maps;
-Collects, verifies or corrects information on residential, farm, commercial and vacant land in accordance with the procedures and definitions contained in the data collection manual;
-Makes field inspections and lists physical characteristics of lands, buildings and improvements of real property, including observations on physical conditions, both interior and exterior, observations on land types, size, soil conditions and utility;
-Takes measurements and records information with respect to foundations, basement areas, walls, floors, roofing, interior finishing, heating, lighting, and other related matters;
-Records neighborhood characteristics and conditions and special information pertinent to the specific property;
-Under guidelines established by the Assessor through the Real Property Tax Services Department, collects inventory information on commercial or apartment properties;
-Processes all information gained for entry into computer files to be used by assessors;
-Updates data for all parcels on data collection cards;
-Maintains a variety of records, reports and schedules;
-Answers questions received from the public by telephone, correspondence and in person.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules and regulations governing the evaluation of property for assessment purposes; ability to direct the work of others; ability to inspect and collect information on real property; ability to read deeds and maps for locating property; ability to make arithmetic computations involving fractions, decimals, algebra and geometry with speed and accuracy; ability to deal with the public; ability to prepare a variety of records and reports; ability to follow oral and written instructions; willingness to work under adverse weather conditions; willingness to perform work requiring physical effort such as walking, climbing and bending; accuracy; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or possession of a high school equivalency diploma issued by the New York State Education Department, plus**:**

EITHER

(A) Two years of college study in civil engineering, construction technology or a similar field and one year experience in real estate, property valuation, construction estimating, mass appraisal projects or similar field;

OR **(B)** Three years of experience as described in **(A)** above;

OR **(C)** An equivalent combination of training and experience as defined by the limits of **(A)** and **(B)** above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.