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# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

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303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

### SENIOR DATA COLLECTOR (Provisional)

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Senior Data Collector	1	\$26.59 per hour
*Provisional Appointment		Grade 19 – General Bargaining Unit

**\*Permanent appointment requires successful completion, and placement, through the Civil Service examination process.**

**Duties:** This is specialized work involving the collection of data used in the assessment of real property and is performed both in the field and in the office. The work is carried out under the direct supervision of the Director of Real Property Tax Services. Supervision is not a responsibility of this position, however, the incumbent does act as a lead worker. A Senior Data Collector does related work as required.

#### **Minimum Qualifications:**

A.) Graduation from high school or possession of a high school equivalency diploma AND two years of experience in data collection or mass valuation; OR

B.) Graduation from a regionally accredited or New York State registered two year college or university with an associate's degree AND one year of experience in data collection or mass valuation.

**SPECIAL REQUIREMENT:** Appointees will be required to possess and maintain a valid Driver's License to operate a motor vehicle in New York State or otherwise demonstrate the ability to meet the transportation needs of the job.

**Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on July 29, 2024, to:**

Cattaraugus County Civil Service  
303 Court Street  
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>.

**Cattaraugus County - an Equal Opportunity Employer**

**Issued:** July 23, 2024