

## DATA COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level technical position involving responsibility for collecting the data used in the assessment of real property. The work is performed both in the field and in the office. This class differs from that of an Assessor's Aide in that no valuation work is performed. The work is carried out under the direct supervision of the Director of Real Property Tax Service. A Data Collector does related work as required.

### TYPICAL WORK ACTIVITIES:

- Collects, verifies or corrects information on residential, farm 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, quality of kitchens and bathrooms, 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, collects inventory information on commercial or apartment properties;
- Processes all information gained for entry into computer files to be used by Assessors;
- Updates data on all parcels currently on file;
- Maintains a variety of records and reports;
- Answers questions received from the public by telephone and in person.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the laws and regulations governing the evaluation of property for assessment purposes; 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 sufficient to perform the essential functions of the position.;

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

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.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/15/18