

**PERRY COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: FIELD ASSESSOR

Code: 1302

Grade 6

Grade 7 with a CPE

Purpose of Classification

The purpose of this position is to perform desk reviews, field inspections and calculate assessed values of properties within the County to ensure that the property information and assessed value is accurate and up-to-date.

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.

- Performs field inspections on new construction and existing properties; this involves interviewing the property owner and tape measuring all buildings on the property.
- Calculates the value to be assigned to the land and improvements using the appraisal manual and computer based appraisal system.
- Assists in the office by making copies of maps, property record cards and answering assessment related questions

Minimum training and experienced required to perform essential job functions

High school diploma or GED; or an equivalent combination of education, training and experience. A valid Commonwealth of Pennsylvania driver's license. Must possess or obtain a Certified Pennsylvania Evaluators License within 18 months of employment. Must provide a criminal background check, child abuse background check, and safe driving record

Minimum abilities required to perform essential job functions

Physical Requirements

- Ability to safely operate a motor vehicle
- Ability to operate a variety of office equipment including but not limited to; calculator, computer, copier and printers
- Ability to accurately measure all types of buildings
- Ability to be able to use and read a tape measure and then sketch to scale what you measured
- Ability to read and understand a map

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate decimals, percentages, and make use of the basic principles of algebra and geometry

Minimum abilities cont.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including letters, building permits, deeds, sub-division plans and procedural manuals
- Ability to prepare a variety of documents such as letters, memos and other written communications
- Ability to record and deliver information and follow instructions
- Ability to communicate effectively with taxing authorities, government officials, and the public both verbally and in writing.

Environmental Adaptability

- Ability to perform on-site inspections of buildings by tape measuring their dimensions and logging descriptions of the building characteristics on all types of ground terrain.
- Must be able to work outside in the various weather conditions and elements

Perry County equal opportunity employer clause goes in here _____

I have read and understand the job description, duties, functions and abilities needed in order to do this job and meet or exceed the qualifications and or certifications required. I understand also that failure to possess a valid Certified Pennsylvania Evaluators License within 18 months of hiring is grounds for dismissal.

Signature

Date