REAL PROPERTY DATA COLLECTOR I*

DISTINGUISHING FEATURES OF THE CLASS: This is technical field and office work involving responsibility for collecting, verifying, recording and maintaining real property inventory data for tax assessment purposes. The work involves conducting field inspections of primarily residential, vacant and other less complex real property and entering or updating information in a computerized real property assessment system. The incumbent works in accordance with established real property data collection standards, procedures and guidelines and exercises judgment in identifying discrepancies or changes requiring further review. The work is performed under the general supervision of an Assessor or higher-level real property assessment employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts field inspections of residential, vacant and other assigned real property to collect and verify property inventory data for tax assessment purposes;
Measures buildings, additions and other improvements and records dimensions, construction characteristics, condition and other relevant property information;
Collects data on ownership and parcel identification;
Identifies and records property characteristics including building use, construction type, exterior and interior features, improvements and other factors required for property inventory records;
Takes photographs and prepares sketches or other documentation of real property and improvements;
Reviews deeds, property records, tax maps, building permits and other available records to verify parcel identification, ownership and property characteristics;
Compares field observations with existing property records and identifies additions, alterations, demolitions, changes in use or other discrepancies requiring updates;
Enters, updates and retrieves property inventory information in a computerized real property assessment system;
Reviews collected information for completeness, accuracy and consistency with established data collection standards and procedures;
Uses tax maps, parcel maps and other mapping resources to locate and identify real property;
Maintains records of inspections, property changes and other data collection activities;
May review building permits, sales information or other records to identify properties requiring inspection or verification;
Completes standard property cards describing essential characteristics of each parcel;
May perform basic calculations related to building dimensions, areas and property inventory data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic mathematics used in measuring buildings and calculating dimensions and areas; working knowledge of methods and procedures used in collecting and recording real property inventory data; working knowledge of terminology, documents and forms pertaining to real property; working knowledge of residential building construction, building materials and property characteristics; working knowledge of computerized systems used to maintain real property assessment records; ability to conduct field inspections and accurately identify and record real property characteristics; ability to read and interpret tax maps, parcel maps and related property records; ability to compare field observations with existing records and identify discrepancies or changes; ability to accurately enter, retrieve and maintain computerized real property data; ability to understand and follow established data collection standards, procedures and instructions; ability to communicate effectively with property owners, occupants and the general public; ability to prepare and maintain accurate records; ability to exercise tact and good judgment in dealing with the public.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of paid work experience involving real property data collection or processing, real property assessment, building construction or inspection, real estate, property management or other work involving the collection, verification and review of property-related information.

NOTES:

1. Additional paid work experience may be substituted for high school on a year-for-year basis.

2. An Associate's degree or higher which included or was supplemented by fifteen (15) credits in Business, Accounting, Real Estate, Surveying, Engineering, Architectural Technology or comparable curriculum may be deemed fully qualifying.

SPECIAL REQUIREMENT: A valid driver's license or other reliable means of transportation is required when fieldwork or travel between work locations is necessary.

*This reflects a retitling of Real Property Data Collector.