REAL PROPERTY DATA COLLECTOR II

DISTINGUISHING FEATURES OF THE CLASS: This is a second level position involving a combination of office and field work in the collection and recording of both commercial and residential real property data. This work differs from a Real Property Data Collector by duties in data evaluation and/or the planning and work direction of data collectors. Data evaluation involves the detection of problems by reviewing computer-predicted values against previous assessments or similar properties and basic data documentation. The work direction of collectors entails their field training in standardizing collection procedures and in dealing with unusual collection problems. Duties may also include input for the maintenance of the mass appraisal modules of the State Board of Equalization and Assessment. Supervision is received from the Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES:
Conducts field inspections including the taking of photographs, of both commercial and residential properties;
Measures both new and existing construction for perimeter dimensions;
Collects data on ownership and parcel identification;
Completes standard property cards describing essential characteristics of each parcel;
Checks validity of all data and records any changes;
Explains valuation procedures and data collection variables to property owners, as needed;
Reviews final predicted values on sales valuation reports for problem valuations and recommends changes;
Instructs and provides work direction to Real Property Data Collectors in both collection processes and their field problems;
May assist in the statistical analysis of module factors by performing routine math computations with various coefficients, using testing samples;
May calculate property values from standard formulas;
May assign work and schedules to Real Property Data Collectors and support staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of basic mathematics; working knowledge of building materials and construction; ability to record figures accurately and legibly; ability to read and understand real property tax maps; ability to enter/retrieve data from a real property computer program; ability to establish cooperative relations with property owners and the general public; ability to perceive spatially and to reason abstractly; aptitude for conducting inspections, including good observation and mental alertness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of work experience in any one or combination of the following:

a. Structural construction of buildings;

b. Data collection requiring continual public contact;

c. Real property management or sales.

NOTE: An Associate's degree or higher which included or was supplemented by fifteen (15) credit hours in Business, Accounting, Real Estate, Surveying, Engineering, Architectural Technology or comparable curriculum may substituted for one (1) year of the required experience.

SPECIAL REQUIREMENT: Possession of a driver's license appropriate for the size and kind of vehicle to be operated.

PROMOTION: One (1) year of permanent competitive class status as a Real Property Data Collector.

R.C.D.P.   (10.08.2015)   03.08.2016 - Job specification may be subject to further revision
Competitive