

**Beaver County, Pennsylvania**

**POSITION TITLE: Field Assessor  
DEPARTMENT (S): Assessment/Tax Claim**

**GENERAL DESCRIPTION OF DUTIES**

This is technical real property appraisal work for the purpose of establishing tax assessments. Work involves the on-site inspection of industrial, commercial and residential property to document, evaluate and fix the assessed value of the property. Inspections include the review of property records and the collection of property data such as size, use, construction type, location and age. Changes are recorded and tax assessments calculated in compliance with applicable laws, policy and appraisal standards. Work is assigned and reviewed by a Field Assessor Supervisor. Performs related work as directed.

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Locates on existing tax maps assigned properties, reviews existing records and physically inspects the properties, noting changes in dimension, use, structure or other determining factors.

Establishes assessment for unique properties such as industrial sites, large commercial properties, where neither precedent nor comparable properties exist.

Accurately and completely records sufficient data in the appropriate record to correctly assess property and justify the assessment on appeal.

Meets with property owners to review and explain the basis for property appraisals and tax assessments.

Posts delinquent and tax sale notices on properties using proper procedures.

Follows department policies and operating procedures.

**MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

**MINIMUM TRAINING AND EXPERIENCE**

Associate's degree or Vocational/Technical degree with training emphasis in real estate; supplemented by up to one (1) years previous experience and/or training involving real estate assessment experience; or an equivalent combination of education, training, and experience.

**SPECIAL REQUIREMENTS**

## Field Assessor

A valid Pennsylvania State Driver's License.

Certified Pennsylvania Evaluator certification.

General Appraisers Certification.

### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Task may risk exposure to wetness, pollen/dust and temperature extremes.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.