

## **Mifflin County Position Description**

**Position Title:** Field Assessor

**Department:** Tax Service

**Date:** February 21, 2018

**Reports to:** Director of Tax Services

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### **Purpose of Position**

The purpose of this position is to perform field inspections of real estate and ensure that accurate and updated information and values are added to the ad valorem tax system.

### **Essential Duties and Responsibilities**

**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/or assigned.**

Performs field inspections on new construction; additions to existing properties and vacant land on a daily basis.

Performs preliminary calculations and completes field sheets with complete information on properties to satisfy guidelines.

Examines appeal information and may represent the Assessment Office at Tax Appeal hearings.

Maintains and reviews building and mobile home permits and revises records.

Enters information into database, computes, values and prepares appropriate documentation.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school graduate with technical training in property appraisal and one to two years experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must possess current license from the State Board of Appraisal as a Certified Pennsylvania Evaluator or be able to obtain certification within one-year time frame and maintain certification as required by the state.

Proficient in word processing, general data entry software and knowledge of software necessary to function in the assessment office such as ArcView and spreadsheets.

### **Physical Requirements**

Ability to operate motor vehicle and walk rough terrain.

Ability to operate a variety of office equipment including computer, calculator, typewriter, telephone, etc.

### **Mathematical Ability**

Ability to use Computer Aided Design software to prepare residential drawing, digital camera and imaging systems.

Ability to add, subtract, multiply, divide, calculate decimals, percentages and ratios; knowledge of basic principles of algebra and geometry.

### **Language Ability and Interpersonal Communication**

Ability to comprehend and interpret a variety of documents valuation service manuals, appeal forms and appraisals both residential and commercial.

Ability to use prescribed formats and conforming to all rules of procedure, punctuation, grammar diction and style.

Ability to communicate effectively with the property owners, general public, elected and court officials in a cordial and tactful manner both verbally and in writing.

### **Environmental Adaptability**

Ability to perform outdoor work year-round and in a variety of environments and terrains including construction and industrial sites, mountain and farm land, flood and other disaster areas.

Ability to work effectively in an office, computer and Internet environment.

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