

**CLARION COUNTY
OFFICE OF ASSESSMENT
FIELD ASSESSOR**

POSITION: Field Assessor
Full-Time, 80 hours per pay

<input checked="" type="checkbox"/> External
<input checked="" type="checkbox"/> Internal

DEPARTMENT: Assessment, Clarion, PA

PAY GRADE: \$16.00/hour starting rate

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Wednesday, May 25, 2022

DEADLINE TO APPLY: Wednesday, June 8, 2022 at 4:00 PM.

QUALIFICATIONS: Associate degree preferred. At least one year of real estate property assessment experience preferred; or any equivalent combination of acceptable training and experience.

HOW TO APPLY

A County application and copy of your transcripts are required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

To perform technical work assessing real property in the county including field review and data collection on parcels according to the standards required for valuation as well as measuring and listing properties in the County.

ESSENTIAL FUNCTIONS OF JOB

1. Appraises rural, residential, industrial, and commercial properties in accordance with prescribed procedures, using the recognized methods (market, cost, and income approaches to value) to arrive at a fair and equitable value in an assigned area.
2. Canvasses County to inspect and measure real property and gathers pertinent data such as size, type, construction, use, location and age and rents to serve as basis for determining market and/or income value.
3. Interviews brokers, builders, owners of real property to obtain data necessary in computing the assessed value of real property.
4. Attends tax appeal hearings and testifies regarding the basis and factors used in determining the amount of the assessment.

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5. Initiates changes in assessment records via the use of a CAMA System.
6. Research deeds to obtain correct ownership, boundary, and acreage information.
7. Measures and lists new construction.

OTHER DUTIES OF JOB

1. Attends meetings, training, and inservices as required.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and supervision from Chief Assessor regarding daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works outdoors in various weather elements for long periods of time with minimal provisions such as restroom facilities.
2. Works indoors with average exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.
5. Works daily with irritated public.

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, squatting, pushing, reaching, grasping, and driving as necessary to carry out essential duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Light work, with occasional lifting/carrying of objects with a maximum weight of twenty pounds.
5. Must possess ability to conduct and portray professional and courteous behavior.
6. Must be able to cope with the physical and mental stress of position.
7. Must be able to pay close attention to details and concentrate on work.
8. Must be able to travel to diverse locations throughout the County.

QUALIFICATIONS

Associate degree preferred. At least one year of real estate property assessment experience preferred; or any equivalent combination of acceptable training and experience.

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Certifications required: CPE (Certified Pennsylvania Evaluator), or equivalent IAAO certification or other state certification and the ability to acquire a CPE within 1 year of employment. Must maintain certification and fulfill mandatory education courses required and approved by Pennsylvania Department of State – Bureau of Professional and Occupational Affairs. Must possess valid Pennsylvania driver’s license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and comprehend the English language in an understandable manner to carry out essential functions of job.
 2. Must be able to follow oral and written instructions.
 3. Must possess good communication and interpersonal skills.
 4. Must possess ability to function independently, to work effectively with clients, co-workers, and others.
 5. Must possess ability to maintain confidentiality regarding client information and records.
 6. Must possess technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
 7. Must possess above average math skills.
 8. Must possess a willingness to travel as needed to carry out essential job duties.
 9. Must be capable of entering construction sites and/or rugged or remote terrain areas during various weather conditions for visual site assessment and valuation efforts.
 10. Must possess the ability to make independent decisions when circumstances warrant such action.
 11. Must possess knowledge of state and county laws, regulations and policies governing real property appraisal.
 12. Must possess ability and skill to properly evaluate all types of property for tax purposes.
 13. Must be able to read a map and navigate accordingly.
 14. Must possess ability to gather and analyze relevant data and to prepare logical and concise reports on property values.
 15. Must possess the ability to explain/interpret assessment/appraisal procedures and to interact with the public in an appropriate and effective manner.
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HOW TO APPLY

A County application and transcripts are required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214

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- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Wednesday, June 8, at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.