REAL PROPERTY DATA COLLECTOR 350-B

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of office and field work of a routine but exacting nature which requires the collection of real property data on residential and/or commercial properties according to standard guidelines and includes the verification and processing of accumulated data for the purpose of making real estate appraisals for tax assessments. Calculation of property values based on the data collected may be required of this position as well as clerical, computer skills and other related duties. Supervision is received from the Assessor; however, technical direction may be received from an employee in an intermediate level position.

TYPICAL WORK ACTIVITIES:

Conducts field inspections of residential dwellings;

Collects data on ownership and parcel identifications;

Inspects and verifies dwelling characteristics;

Measures new construction and existing dwellings for perimeter dimensions;

Checks validity of all data and records changes;

Completes standard property cards describing essential characteristics of each parcel;

Inputs all pertinent data into the computer database and maintains databases;

May calculate property values from standard formulas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of basic arithmetic; some knowledge of building materials and construction; ability to record figures accurately and legibly; ability to establish cooperative relations with home owners and occupants; and aptitude for conducting inspections, including good observation and mental alertness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma, and;

(A)   At least one month of training in the subject matter provided in the Data Collection Manual

issued by the New York State Division of Equalization and Assessment and/or Office of Real

Property Services and satisfactory field demonstration of the knowledge therein as

determined by a certified Assessor or a recognized real property assessing firm; or,

(B)   One year of work experience in any one or combination of the following:

(1) Structural construction or inspection of residential buildings;

(2) Data collection requiring continual public contact;

(3) Clerical processing of real property data;

(4) Real property management or sales.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

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Last Reviewed: 10/18/2002
Jurisdictional Class: Competitve
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/1/2023