

## UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           FIELD ASSESSOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform field assessments of County properties to determine fair market value for taxation purposes and to gather occupational tax data.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Interprets, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Appraises new and existing property for tax billing purposes, including clean and green properties; conducts field reviews; locates assets and property for appraisals; gathers and records data effecting values, such as measurements, sketches, photographs, etc.; makes calculations and applies data to appraisals; prepares detailed records for use in calculating appraised values; appraises fair market value of taxable property.

Reviews various records and documentation in association with determining appraised values; verifies sales and market data; verifies ownership for proper classification; reads maps; plots property lines; identifies other factors impacting value of existing properties, such as features, depreciation, lending rates/terms, sales/ratio analysis, commercial cost data, cost schedule changes, or other factors; audits personal property records; researches discrepancies.

Calculates appraised values; calculates approximate amount of taxes due; maintains fair market value, uniformity, and equalization of comparative property; enters appraisal data into computer; enters previously collected field data into computer; generates reports from computer system.

Gathers information regarding occupations; interviews property owners and tenants; completes card for absent homeowners/tenants; researches information for those not responding to inquiries; contacts employers to determine job classifications; records occupational changes to tax duplicate books; proofs new duplicate books with prior year for changes.

Provides information and assistance regarding residential property valuations, tax assessment rules/regulations, procedures, or other issues; explains tax policies involving the levy and collection of taxes; researches problems and initiates problem resolution.

Defends appraisal values at appeal hearings; attends and testifies at hearings as needed; provides information, documentation, and justification for appraisals.

Prepares, receives, and processes property tax bills and payments; estimates, calculates, adjusts, bills, files and indexes all documentation and payments; enters information into computer database; receives and records documentation and fees; reviews, verifies, records, mails, and files required information.

Maintains listing, assessment and appraisal information on residential property within the County; updates and maintains department records and files and databases; and enters and retrieves data from information systems; and generates computerized reports.

Prepares or completes various forms, reports, correspondence, charts, spreadsheets, property record cards, tax bills, balance sheets or other documents.

Receives various forms, reports, correspondence, statistical data, property record cards, tax bills and checks, blue prints, building permits, codes, laws, ordinances, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, department employees, property owners, tax payers, treasurer, realtors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends continuing education courses, seminars, and training sessions as appropriate.

Operates a County vehicle, a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED with vocational/technical training in property assessment; supplemented by two (2) year(s) of experience in real estate appraisal and assessment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license. Must obtain and maintain certification as a Pennsylvania Evaluator (CPE).

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. 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 to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

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

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, 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 colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, rain, temperature extremes, confined spaces, traffic hazards, or rude/irate customers.

*Union County, Pennsylvania 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 and current employees to discuss potential accommodations with the employer.*