



## **Real Property Data Collector \* Town of Liberty Liberty, NY**

**Overview:** The Town of Liberty is seeking a Real Property Data Collector in Liberty, NY. The Real Property Data Collector is responsible for 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.

**Responsibilities include:**

- 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

**Skills needed to perform job;**

- 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
- 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.

**Requirements:**

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

Reference Check

**Shift, Salary, and Benefits:** Monday - Friday, 8:30 AM - 4:30 PM, \$16.00 - \$18.00 hourly, Benefits include 401K/Retirement.

**To apply** send resume to [c.gerow@townofliberty.org](mailto:c.gerow@townofliberty.org)