

AFSCME
CARBON COUNTY COURT HOUSE

Bulletin No. 04

LOCATION: Jim Thorpe, PA

DATE: May 9, 2019

APPLICATIONS WILL BE RECEIVED AT THE OFFICE OF THE UNDERSIGNED IN ACCORDANCE WITH ARTICLE XII OF THE CONTROLLING AGREEMENT:

TITLE OF POSITION: Assessor

LOCATION: Tax Assessment

ASSIGNED SHIFT: 8:30 - 4:30

RATE OF PAY:

Start	\$ 17.17 per hour
60 Days	\$ 18.64 per hour
12 Months	\$ 19.33 per hour
12 Months	\$ 21.17 per hour

Rate for Internal Transfers shall be based on transferee's years of service and the wage scale applicable to the position.

TEST MAY BE ADMINISTERED

DUTIES OF ASSIGNMENT: See Attached

THIS Bulletin is to remain posted for a period of ten (10) days from above date (to be removed the close of business **May 22, 2019**), after which the vacancy will be filled, subject to the provisions of article XII of the controlling agreement.


Human Resources Director

CARBON COUNTY
AFSCME POSTING
2019 – 04

Assessor (Tax Assessment)

May 9, 2019

OVERALL OBJECTIVE OF JOB:

To gather and evaluate data and make determinations as to market value for Ad Volarum tax purposes.

ESSENTIAL FUNCTIONS OF JOB:

1. Determines properties to be assessed, and prepares necessary permits, records, files and maps needed to perform assessments.
2. Conducts property measurements and assessments on both interior and exterior of property/buildings.
3. Makes determinations of taxable/non-taxable real estate and personal property.
4. Maintains all documents, photographs, etc. used for assessments and files according to established practices.
5. Transfers collected data, information from fieldwork onto records, including sketch of property.
6. Performs necessary math calculations regarding assessments and other job related duties.
7. Interviews taxpayers and explains details and results of assessments, in person and on phone.
8. Advises property owner of tax assessment procedures and policies and laws relating to assessment of real estate property for tax purposes; assists taxpayers with appeal forms when needed.
9. Performs routine research work to determine or verify ownership, location, size and value of real property.
10. Determines, collects and analyzes data necessary to conduct a sales analysis of valid sales.
11. Interacts daily with various local, state and federal offices, government departments, (i.e., public assistance, zoning office, etc.), attorneys, emergency management and fire departments and general public regarding essential job duties.
12. Assists in the assessment of commercial and industrial properties.

WORKING CONDITIONS:

1. Works indoors in adequate workspace and lighting and ventilation, but subject to fluctuations in temperatures.
2. Works with average indoor office exposure to noise, stress and disruptions.
3. Normal indoor office exposure to dust/dirt.
4. Travels frequently to conduct assessments/surveys, traveling during all seasons and exposed to outdoor elements and icy roadways.
5. Periodically exposed to neighborhoods varying in crime situations or other dangerous situations, i.e., dogs, irate clients, etc.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit/stand/walk/drive intermittently throughout the workday, with occasional periods of stooping, bending, twisting, and reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from simple coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out essential job duties.
4. Medium work with occasional lifting/carrying of objects with weights of approximately fifty pounds.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

EDUCATION/TRAINING:

High school diploma or equivalency, plus some training in real estate/appraisal or property taxes and some computer training required. Must have successfully completed state assessor certification and valid PA driver's license required.

WORK EXPERIENCE:

3 years working experience in real estate, tax assessment required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential function of job.
2. Must possess good communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with general public, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client tax information and records.
6. Must possess some technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
7. Must possess a willingness to travel as needed to carry out essential job duties.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess knowledge of principles, procedures and techniques of real property appraised.
10. Must possess knowledge of state and County laws, regulations and policies governing real property appraisal.
11. Must possess knowledge of type and methods of instruction used in industrial, commercial and residential property.
12. Must possess ability and skill to properly evaluate all types of property for tax purposes.
13. Must possess the ability to explain/interpret assessment/appraisal procedures and to interact with the public in an effective manner.