

Town of Washington
Assessor's Department
Data Collector

DISTINGUISHING FEATURES OF THE CLASS:

The work involves speaking to people, and obtaining data used in updating the real property files. The work is performed in the field and at the town hall office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Independent, self-starter that is detail-oriented, works well with others, and communicates effectively with the public with integrity, tact, courtesy. Physical condition commensurate with the demands of the position. Knowledge of maintaining real property assessment records, knowledge of property improvements and ability to measure buildings and real property improvements. Knowledge of Dutchess County RPS system preferred. Ability to work with sketching software. Requires outside field review in various weather conditions. Prefer a candidate with real estate/ real property experience, or equivalent.

TYPICAL WORK ACTIVITIES:

1. Inspects properties to confirm and expand upon information to update our records;
2. Measures property and structures and computes square footage of buildings;
3. Records the physical features of properties;
4. Judges construction quality based on field observation of structural details;

5. Updates Real Property System (RPS) and uses APEX sketching software for updating improvements; and
6. Does related work as required.

MINIMAL QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma. College degree preferred, but not required. Possession of a valid NYS Driver's license at time of appointment and to maintain license.

AND: One year of work experience in an office, involved in the sale, transfer, or evaluation of real property, such as real estate office, Assessor's office, or real property tax service agency.

OR: An equivalent combination of training and experience.

PAY AND BENEFITS:

Part-Time Position: 15 hours/ week

\$20/ hour + commensurate with experience

Benefits include NYS retirement, paid holidays, and PTO

TO APPLY:

Please email the Town of Washington Assessor, Lisa Evangelista at Assessor@WashingtonNY.org. Please provide your resume, and minimum of two work references.