



CLASS TITLE: DATA COLLECTOR

BASIC FUNCTION:

Provides technical support to appraisers by maintaining a variety of related records and documents. Prepares all materials necessary for appraiser's day's work in the field. Prepares appraisal sketches from scratch if needed. Provides various inspection, verification, measuring and data gathering for use by property appraisers for personal and real property taxation purposes. Performs field work which involves inspecting, verifying, and gathering data and other pertinent information on all taxable property, real and personal, in order for certified appraiser to determine a value for tax purposes. Confirms existing data, notes any differences from existing data, measures added miscellaneous improvements. Measures and notes any improvements to be classified by certified appraiser. Prepares and maintains necessary records, work papers or other data accurately and as required. Receives general supervision from appraiser.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Prepares and maintains necessary records, work papers, or other data as required. Organizing, maintaining and researching departmental files.
2. Performs specialized appraisal support work.
3. Performs discovery and measurement of miscellaneous improvements to property, including flatwork, walls and fences, patio covers, pools, sprinklers and other minor improvements. Measures and notes any improvements to be classified by certified appraiser.
4. Reviews, measures, and verifies scale drawings, calculations, and all related information pertaining to commercial, residential, and land appraisals. Notes any differences from existing data, measures added miscellaneous improvements
5. Converts manual sketches and data to computer-assisted sketching program.
6. Enters data into a specified computer format.
7. Confirms existing data, notes any differences from existing data, measures added miscellaneous improvements. Measures and notes any improvements to be classified by certified appraiser.
8. Visits sites to determine improvement location as parcel cuts occur.
9. Participates as an active member of work team. Maintains effective working relationships with team members and others contacted in course of work.
10. Deals effectively with individuals from various socio-economic and cultural backgrounds in difficult situations both in person and by telephone regarding property characteristics, values, etc.

11. Contributes effectively to accomplishment of team or work unit goals, objectives and activities.
12. Uses initiative and independent judgment within established procedural guidelines.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Basic map reading; Knowledge of basic policies and procedures related to appraisal process; basic concepts and terminology related to real or personal property appraisal and taxation; Knowledgeable in techniques for dealing with the public in person and by telephone; Knowledge of basic policies and procedures related to appraisal process, basic appraisal concepts and terminology, computer applications related to the work; Some knowledge of Nevada Revised Statutes, Nevada Administrative Code as it pertains to valuation of real and personal property; Knowledge of standard office equipment, including a computer in course of work, standard office practices and procedures, including filing and the operation of standard office equipment; standard record keeping principles and practices; Knowledge of business mathematics, record keeping principles and practices, correct business English, including spelling, grammar and punctuation, skill in mathematical calculations, preparing correspondence, completing accurate records of appraisals, prepare descriptive sketches in connection with appraisals, read maps; Ability to utilize various measuring devices, calculator, camera and personal computer, computer application related to the work; Ability to compute square footage, understand and follow oral and written directions, compile and summarize information.; Ability to convert sketches and drawings to cad sketching program. Ability to interpret architectural blueprints, maps and improvement sketches; Must be able to organize own work, set priorities and meet critical deadlines, use initiative and independent judgment within established procedural guidelines, and perform a high volume of work while maintaining accuracy and adhering to statutory regulations and deadlines; Ability to establish and maintain effective working relationships with those contacted in course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Equivalent to graduation from high school or completion of a G.E.D or high school equivalency exam and two years of experience in providing public assistance and office support.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Co-workers, supervisors, department head, and general public

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in typical office setting and use standard office equipment; ability to safely maneuver outdoors in various locations such as construction sites, farms, ranches, mines or other areas where ground debris may be present; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment with occasional exposure to outside weather conditions, construction sites, animals, traffic.