

CUSTER COUNTY AD VALOREM DATA COLLECTOR POSITION DESCRIPTION

Department: Custer County Assessor's Office

Status: Half-time, 20 hours per week, Non-exempt, \$17.00 hourly

Title of Position: Data Collector

Name and Title of Supervisor: J.D. Henrich, Custer County Assessor

General Information

Primary purpose of this position:

Field visits properties to obtain necessary appraisal information, perform calculations and digital sketching, and input necessary information into the appraisal database to value properties.

Duties and Responsibilities (Essential Functions):

Listed in priority order the essential duties and responsibilities of this position.

% of Time

- 60% Field visits properties to collect data about the properties such as size, construction type, features, room count, and construction quality.
- 25% Performs calculations necessary to convert field data into computer entry format such as size and square footage calculations and construction type and quality coding. Inputs data this data into computer database and appraisal system.
- 5% Provides information to property owners and the public on an ongoing basis. This includes Realtors, title companies, taxing entities, and the public.
- 5% Assists with scanning and sorting of paper records to digital.

5% Assists with other positions in the Assessor's Office

Other Duties and Responsibilities (non-essential):

- Collects building permits from county and city zoning officials
- Any other duties and responsibilities as assigned by the Assessor

Responsibility:

Position does not supervise any employees currently.

Overall level of supervision received by the incumbent in this position.

Overall, the incumbent receives moderate supervision in this position after training. Field visits are usually made with the County Appraiser or County Assessor. The calculations, sketching, and computer entry on these properties are done by the data collector unsupervised. If the data collector wants help or advice in any matter, the Appraiser and Assessor are available, but the data collector usually performs the duties themselves. Helping the public with information usually takes place in the office with others present in most cases so some supervision is given.

Critical decisions the incumbent in this position must make independently?

There are not a lot of critical decisions made this position. Sketching and calculating square footage are the main ones.

Difficulty of Work:

Identified below are the specific laws, regulations, policies, manuals or guidelines used or followed by the incumbent in this position in performing assignments:

Identification	Application
Assessor's Reference Library	Used in the classification and appraisal of properties
Division of Property Taxation Manuals	Used in classification and appraisal of properties
Colorado Revised Statutes Title 39	Used in assessment and classification of properties

Briefly described below is the most difficult duty required by your position, with regard to complexity, i.e., scope and variety of the task, type of problem.

The most difficult duty of this position is the sketching of properties and the calculating of

square footage.

Position requirements:

- Must have a valid Colorado driver's license
- Must be insurable to operate county owned vehicles
- Must know basic math necessary to perform calculations and appraise properties
- Must know or be able to learn personal and mainframe computer system applications
- Must be able to interact politely and efficiently with the public
- Must be able to gain access, often by foot, to remote properties in semi-rugged terrain

Minimum educational requirements:

High school or GED

Minimum experience requirements:

None at the time of hire.

Licensing or certification requirements:

None

Physical Effort and Work Environment:

What percentage of the overall work time is spent in an office environment?

50% is spent in an office environment, 50% is spent out in the field.

Does this position require the employee to exert more than normal physical exertion or expose the employee to more than normal environmental conditions? What percentage of the overall work time does this occur?

At times, the employee is required to exert more than normal physical exertion. Due to the large number of seasonal residents in Custer County, the appraiser encounters many situations where no one is home, and the access gate is locked. This requires the appraiser to walk in carrying all their equipment. Often this occurs in semi-rugged terrain and is often uphill to the residence. Walking in as much as 3/4 of a mile, then, is not unusual. This probably occurs about 5%-10% of the time.

Salary Range of this position:

\$17.00 per hour – 20 hours per week