

Field Inspector/Supervisor - Assessor's Office

General Definition

Performs and supervises field and office duties of the Field Assessors and contractors in connection with the assessment of both commercial and non-commercial property; performs assessment duties.

Examples of Work

Supervises full and part-time field assessor staff in the performance of their duties associated with the assessment/reassessment of real estate.

Schedules and coordinates the assessment/reassessment of areas of the County to assure timely changes in property value, configuration and status.

Collect, evaluate and record building permits submitted by local jurisdictions in the County.

Travel each road, street and highway in the County at least once per year to sight changes in property value, configuration or status.

Decide the taxable status of property alterations.

Contact property owners and inform them of pending increases and decreases of assessed value.

Describe in detail on the record card all physical changes in building and improvement composition.

Evaluate minor changes in property value.

Provide record cards and all pertinent data related to any change in property value, configuration or status.

Meet with taxpayers to discuss appeals of assessed value.

Assist Chief Assessor in placing values on taxable and exempt real estate.

Assist mapping department in correctly placing improvements on splits of real estate.

Maintain adequate records of above work.

Assist office staff with any assessment related tasks.

Required Knowledge, Skills and Abilities

Ability to supervise and manage people from diverse backgrounds and experiences.

Analytical ability

Knowledge of building construction practices and of building land values.

Above average skill in appraising real property.

Ability to read and understand building construction plans and specifications.

Ability to prepare concise factual reports

Good judgment; accuracy; integrity; pleasing personality; good physical condition.

Minimum Training and Experience

High School diploma or equivalent, preferably supplemented by college level course in real property assessing; 2 years supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skill and ability.

Valid Pennsylvania operator's license and have a favorable driving record.

Possession of valid CERTIFIED PROPERTY EVALUATOR (CPE) certification or ability to obtain proper certification within one (1) year.