

**County of Northumberland**  
**POSITION DESCRIPTION FORM**

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**Position Title**                FIELD ASSESSOR          

**Department(s):** ASSESSMENT

**Reports To:** Chief Assessor  
**(Title)**      **and/or Director**

**Effective Date:**    \_\_/\_\_/\_\_

**Revision Date:** 01/18/2019

**Wage Category:**    Non-exempt

**EEO-1**  
**Category:**    Non-supervisory

**Union**  
**Classification:**    Grade L

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**POSITION SUMMARY:**

The Field Assessor position is responsible for office and field duties related to the assessment of both commercial and non-commercial property, taxable and exempt. This involves maintaining accurate, up-to-date, assessment valuation information; property record card maintenance, property reviews, field inspections, public and government interaction. This position is also required to abide by state Professional Code of Conduct and Data Collector Standards.

**POSITION RESPONSIBILITIES:**

***Essential Functions***

This position primarily performs property field inspections of new construction and existing properties, verifying data, interviewing property owners, calculating land and improvement values. A list of data verification, though not all-inclusive, besides building statistics, plans and permits, also covers deed information, surveys, property locations, acreages of parcels, Mapping/GIS, and review of property information with owners, etc.

Make all necessary changes to the assessment records, (property record card, and TMS /Transaction Management System card as required), assist the public, surveyors, lawyers, and various other customers, with parcel and/or assessment related concerns, or questions pertaining to existing and proposed parcels, county maps, including retrieval, copying, and/or faxing of property record cards, county maps, etc. as needed.

Provide Chief Assessor with record cards and all pertinent data relating to property changes, valuations, configuration, or status. Assist Chief Assessor with appeal process as needed. Also, assist Assessment/Tax Claim Bureau staff with assessment related tasks as needed.

Work under the direct supervision of the Chief Assessor and perform any other duties as assigned by the Chief Assessor, and/or Director.

***Non-Essential Functions***

None

**MINIMUM EDUCATION AND EXPERIENCE**

High school diploma, or G.E.D. equivalent with some training or experience in real property assessing, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Valid Pennsylvania driver's license and favorable driving record.

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

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

Basic knowledge of Microsoft office program products.

Thorough knowledge of building construction, permits, plans, surveys, and other related legal documents. Above skill in appraising real property, and working with various related entities.

Mathematical ability to add, subtract, multiply, divide, calculate decimals, percentages, and comprehend basic algebra/geometry principles.

Reflect personal aspects of good judgement, accuracy, integrity, with respect and ability to work well with public and government entities.

Familiarity with database maintenance.

**WORKING ENVIRONMENT:**

Works in a normal office and outside real estate property environment.

**PHYSICAL DEMANDS:**

Work involves ability to operate office equipment and computer, a motor vehicle, walk, talk, hear, reach with hands and arms, use a tape measure, and sketch. Vision abilities required by this job include close vision and the ability to adjust focus. Also, must be able to work in various outside weather conditions and elements. The employee must occasionally lift and/or move up to ten (10) pounds a distance of fifteen (15) feet.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*