



# Assessor's Office

## Field Inspector/Supervisor

### **Amenities:**

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

### **Position Summary:**

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.

### **What You'll Do:**

- 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.

**Job Requirements/Skills & Abilities:**

- Previously or currently licensed as a Certified Pennsylvania Evaluator
- 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 & 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 car.
- Possession of valid CERTIFIED PROPERTY EVALUATOR (CPE) certification or ability to obtain proper certification within one (1) year

**Employment Category:**

- Full Time

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

