

FLSA NE

Salary Range \$37,690.00-\$52,915.00

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UNION COUNTY, SOUTH CAROLINA

JOB DESCRIPTION

JOB TITLE: DATA COLLECTOR

TAX ASSESSOR'S OFFICE

GENERAL STATEMENT OF JOB

Under general supervision, assists Tax Appraiser in collecting data used in appraising real estate in Union County, and performs related technical and clerical work as assigned. Reports to the Tax Assessor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Inspects and measures new and existing structures and additions; records findings.

Reviews deeds and plats to obtain other necessary data.

Updates property maps as necessary; updates and/or completes and files property cards and mobile home cards.

Obtains information on address changes; updates division records and maps.

Processes building permits, moving permits and power authorization forms; registers mobile homes; posts registration reminders.

Assists with reassessment procedures, including but not limited to preparing reassessment notices and recording reassessment results.

Receives and responds to customer inquiries and requests for assistance; assists taxpayers in locating property on maps; makes copies of records for customers as requested.

Maintains assigned vehicle.

Receives and reviews various records and reports including building permits, mobile home registration applications, plats, deeds, etc.

Prepares and/or processes vehicle maintenance records, property review sheets, and various other records, reports and correspondence.

Refers to policy and procedure manuals, computer manuals, laws / codes / ordinances, various maps, building permits, plats, deeds, property cards, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, map duplicator, etc.

Uses clerical and computer supplies, measuring devices.

Interacts and communicates with various groups and individuals such as the immediate supervisors, co-workers, other County personnel, customers, property owners, sales representatives, and the general public.

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ADDITIONAL JOB FUNCTIONS

Performs general clerical duties as required, including typing reports and correspondence, entering computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in property appraisal, real estate or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert very moderate, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, maps, computer manuals, etc. Requires the ability to prepare various forms, reports, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgements in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently using real estate / construction / appraisal terminology.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by mean of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the County and Tax Assessor's Office as they pertain to the performance of duties of the Data Collector. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has working knowledge of the principles and practices of property appraisal. Has general knowledge of the principles and practice of property improvements, building construction and building materials; has some accurately observe and measure existing properties and new construction for assessment purposes. Has the ability to read and interpret legal descriptions and a variety of property records. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Is able to assemble and analyze information and make written reports and record sin a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used withing the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation; is able to communicate effectively with customers in confrontational situation. Knows how to react calmly and quickly in emergency situation.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

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Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgement: Exercises analytical judgement in areas of responsibility. Identifies issues or situations as they occur and specifies decision objective. Identifies or assists in identifying alternative solutions to issues or situation. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgement.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objective of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.