

<b>JOB TITLE:</b>	<b>DATA COLLECTOR</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>
<b>CLASSIFICATION:</b>	<b>ADM 4</b>
<b>BARGAINING UNIT:</b>	<b>SEIU</b>

**Definition:**

Responsible for conducting on-site real estate inspections to collect data used in the development of property assessments, data entry of collected information, and the review and tracking of any value changes.

**Supervision:**

Works under the general direction of the Town Assessor, in strict accordance with established procedures. All questionable cases are referred to supervisor.

Performs a variety of responsible duties which require considerable attention to detail and accuracy and the exercise of judgement and initiative in carrying out an entire operation, with guidance and direction from the Assessor.

**Work Environment:**

The functions of this role are conducted in both an office and field environment. The employee enters homes accompanied only by homeowner. A substantial portion of the work is performed outdoors, at which time the employee may be exposed to unfriendly pets and/or people, traffic, weather, construction materials, landscaping, and typical jobsite hazards.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Inspects properties, including exterior measurements and photographs, and verifies all property record card data.

Explains reasons for inspections to property owners and educates taxpayers on the process.

Ability to treat all residents and properties in a respectful manner.

Enters inspection data, photographs, and building sketches in PK or similar computer assisted mass appraisal software.

Reviews value changes resulting from data entry, calculates positive and negative value changes, and separately identifies value attributable to new growth.

Schedules inspection appointments, tracks inspections and personal mileage.

Communicates and coordinates with the Planning, Permitting, and Health Departments.  
Runs reports to track permit activity and occupancy permits for new growth and determines percentage of completion on assessment date.

Reviews real estate sales and analyzes assessment sales ratios. Collects data available at the time of sale through inspection, Multiple Listing Service, and sales questionnaires.

Identifies, reports, and corrects data inconsistencies.

Assists residents, Town departments, contractors, and vendors with assessment or property related questions, motor vehicle abatements, and general inquiries.

Attends training courses and seminars related to property assessment and inspection.

Attends and participates in Board meetings as required.

Assists office staff.

### **Recommended Minimum Qualifications, Education, and Experience**

#### **Education and Experience:**

High school diploma with additional courses in property appraisal or real estate; completion of the Mass DOR Assessor's course 101, or MAAO course 200; four years of experience in real estate, appraisals, or building trades; or an equivalent combination of education and experience.

#### **Knowledge, Skills & Abilities:**

Knowledge of Massachusetts General Laws relating to real estate assessment and taxation.

Knowledge of construction methods, building materials and residential architectural styles.

Knowledge of Department of Revenue data collection standards and certification requirements.

Must be detail oriented, organized, and have excellent public relations skills.

Ability to successfully complete the Department of Revenue's Course 101 Assessment Administration.

Ability to read and interpret building plans, land plans, tax maps, zoning maps and aerial imagery.

Ability to use computer aided Mass appraisal software, Geographic Information Systems (GIS), and Microsoft Office.

#### **Physical and Mental Job Requirements**

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, sitting, standing, walking, bending, and climbing stairs. Motor skills include operating a large measuring tape, digital measuring device, office computers and equipment, and operating a motor vehicle.

*This job description does not constitute an employment agreement between the employer and employee.*