

DATA GATHERER

Class Code: 328

Range: E/14

Definition: Under general supervision, to perform field inspections of properties for physical improvements and modifications and gather other data used to make tax assessment evaluations; update records to reflect changes and improvements noted.

Distinguishing Features: This is a journey level classification. Employees in this classification work in a framework of standard policies and procedures. This job class requires the ability to understand and effectively interpret applicable ordinances. Employees must be able to perform work accurately with attention to detail. Employees often work outside of proximity of the supervisor in making field inspections.

Examples of Essential Position Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- C Conduct field inspections of property and land parcels.
- C Identify and record physical improvements, modifications, and deterioration.
- C Measure, draw and diagram property inventory and additions including buildings, sheds, pools, concrete slabs and other similar improvements; make photographic records as required.
- C Research and obtain other data required for verification of property improvements including sales, rental income, and costs.
- C Contact residents and property owners to obtain information concerning property inventory and improvements to property and to gain access to buildings on the site.
- C Respond to questions from land and property owners and the general public concerning field inspections and the property assessment process.
- C Prepare and submit regular reports of inspections completed.
- C Make field drawings, prepare mileage logs; maintain files of work completed for review by registered appraisers.

Auxiliary Duties: *The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.*

- C Provide assistance and clarification to other staff concerning office procedures and requirements.
- C Perform related duties as assigned.

Qualifications:

Minimum Qualifications: A combination of education and experience equivalent to completion of the twelfth grade. One year of related work experience.

Knowledge, Skills, and Abilities: Knowledge of property classifications, buildings and related improvements; familiarity with trending values and tax rates for various years; computer hardware and software programs used in making drawings, records and reports documenting inspection work completed. Ability to safely drive a truck or four-wheel vehicle to field inspection sites; read and interpret maps, technical manuals and guidelines; use measuring tapes, calculators, computers, rulers and other devices to measure, draw and diagram improvements; check values and record accurate descriptions; follow oral and written instructions; establish and maintain cooperative working relationships with those contacted in the course of work; verify and check files and data; and interpret and explain department policies and procedures as necessary.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions.*

Requires the ability to perform on-site field audits including exertion of a moderate amount of physical effort; ability to walk over steep or uneven terrain; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as filing, data entry and/or use of calculators, ten-key adding machine, or other office equipment or supplies; requires the ability to operate a motor vehicle.

License or Certificate: Must possess and maintain an appropriate, valid Oregon driver's license and a good driving record.