

JOB POSTING

Field Assessor

Tioga County currently has a full-time vacancy with benefits for a Field Assessor in the Assessment Office.

To apply for this position please visit our website, www.tiogacountypa.us. Select Human Resources from the department options and then to apply online, select the online application form. If you would rather submit a paper application, they are also available to print from the website or you may pick them up in person at the Courthouse lobby. Please return completed applications to Human Resources at 118 Main Street, Wellsboro, PA 16901. For further information contact the Human Resources office at (570)723-8204.

BASIC FUNCTION: The Field Assessor position in the Assessment Office is technical work involving the appraisal and assessment of all residential, commercial, and industrial properties and improvements for real estate tax purposes. Typical work includes gathering information through onsite inspections and interviews with property owners, then analyzing the collected information to arrive at a final value.

MINIMUM REQUIREMENTS:

- High school diploma, or its equivalent (GED).
- Valid Pennsylvania driver's license.
- Must have excellent communication skills, and be able to exhibit professionalism at all times when dealing with the public.
- Must have ability to establish and maintain effective working relationships with other employees.
- Requires the ability to walk long distances and negotiate a variety of terrain.
- Requires basic computer skills with knowledge of Microsoft Word & Excel.
- Requires knowledge of building materials, practices, and terminology.
- Requires basic math skills including addition, subtraction, multiplication, division, decimals and percentages.
- Requires the ability to prepare and maintain accurate records, accurately measure, sketch and collect property and building data, read and interpret legal descriptions, blue prints, maps, and aerial photographs.
- Applicant must attain Certified Pennsylvania Evaluator (CPE) license within three (3) years from date of employment in accordance with Act 28 of 1992 known as the Assessors Certification Act, training and certification classes provided.
- Requires knowledge of the principles, methods, and techniques of property appraisal, including cost, income and market approaches to value, and the ability to analyze factors that influence property values.
- Requires knowledge of laws pertinent to local property tax assessment.

STARTING RATE: \$18.00 per hour

BENEFITS:

- 5 days of vacation after 6 months
- 2 personal days after 6 months
- Paid sick days after 6 months
- 12 paid holidays per year
- Health, dental, and life insurance
- Health insurance rebate if you don't need County insurance
- Vision reimbursement after 6 months
- Pension

HOURS OF WORK: Monday through Friday 8:00 a.m. – 4:30 p.m.

Tioga County is an Equal Opportunity Employer.

The position will be posted until the vacancy is filled.