

Field Staff

Job Description

- physically visit property to gather information for assessment calculations
- talk to owners to gather info on property
- measure buildings and accurately record data
- take photos of buildings and any other pertinent site information
- download and attach photos to PRC
- draw property floor plans and attach to PRC
- maintaining detailed work records
- work with assessors to get specific projects /areas done
- safely use township vehicle; record usage and maintenance
- document changes seen in township; vacant properties; use changes; demoes; rentals, etc.
- assist in overflow of clerical duties as needed at Assessor direction

Skills Needed

- ability to work alone or with others
- organizational skills
- computer knowledge
- professional behavior with the public
- accurate record keeping
- attention to detail
- ability to work outside in all types of weather
- physical ability to perform duties (walking on un-level ground, inclines; carrying/using equipment, etc.)
- valid driver's license