

PLEASE POST !!!

OPEN POSITIONS

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITIONS:

6 FIELD ASSESSOR – TAX ASSESSMENT
\$21.43/hr – 37.5hrs/wk

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) & Child Abuse History (<https://www.compass.state.pa.us/cwis/public/home>) at your cost prior to your hire date as a condition of employment.

POSTED: 03/05/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: FIELD ASSESSOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to discover, list and value all taxable and exempt properties within an assigned Monroe County jurisdiction. Duties and responsibilities include, but are not limited to: estimating fair market value of new residential and commercial/industrial property; answering questions from taxpayers regarding property valuation; inspecting construction sites; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Conducts inspections of residential and commercial building construction sites; sketches building and measures structure and any additions; lists information contained in and around building such as heating system, plumbing, basements, fireplaces and other features to determine fair market value for building; records for tax and appraisal purposes; maintains information for departmental and county files.

Determines a fair market value of home sites, road fronts, subdivisions, commercial sites, and other areas within an assigned township; researches plots for wetland delineation; assesses all land change values in assigned township by designed state deadlines; adheres to all local and state parameters; enters information regarding property sites into computerized databases and files for final review determination of market value; answers questions and explains to taxpayers how valuation was determined.

Prepares and runs computer print outs to support market value for appeals in assigned townships; checks monthly schedule for upcoming appeals; notifies owner of field check of property for appeal; provides supporting documentation for appeals hearings to supervisors, attorney and other individuals as required; consults with County attorney regarding hearing and testimony; appears in court and provides expert testimony; defends valuation of property to Board of Appeals at hearings; answers questions and provides information.

Corrects errors made in property assessments and valuations; calculates additions and/or subtractions to assessments; makes corrections to all supporting documentation; forwards paperwork to front office for filing and maintenance.

Assigns specified computer codes to designated county documents and records for correct billing cycle; reviews information on all files for accuracy and completeness; enters information into computer as required; files according to billing cycle.

Coordinates and collates tax maps, property record cards, building permits, field checks and other related information; marks maps and plot routes of designated properties; maintains updated files and information; makes copies where necessary; schedules appointments with property owners appropriately.

Files completed building permits in designated drawer for data entry purposes; places unfinished permits on incomplete status and files for revisit.

Attends continuing education classes to maintain Certified Pennsylvania Evaluator (CPE) licensing; attends meetings, conferences, seminars, workshops and other training classes to stay apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other county staff.

Types and prepares various correspondence to include letters, memorandums, forms, and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; enters information into computer databases if necessary; maintains copies for departmental files.

Receives and screens incoming telephone calls from appraisers, tax payers, tax collectors, outside agencies and the general public; routes calls and/or takes messages as necessary; answers questions from tax and/or property assessors, staff, outside agencies, the public or other individuals and provides information accordingly.

Maintains county-owned vehicle used for field inspections; keeps track of mileage used and submits to appropriate individual; ensures vehicle is running properly.

ADDITIONAL FUNCTIONS

Performs general administrative duties such as maintaining office supply inventory, performing routine maintenance on the photocopier, faxing and receiving faxed documents, and performing other duties as required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in building construction, property assessment, or a related field; supplemented by one (1) year of previous experience and/or training involving building construction, maps, plot plans, blueprints, property deeds or related required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must hold and retain licensing as a Certified Pennsylvania Evaluator (CPE). Must possess and maintain a valid Pennsylvania driver's license. Must pass a defensive driving course.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature, and noise extremes.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.