

NOTICE

WYOMING COUNTY ASSESSMENT OFFICE

Job Opening

April 26, 2021

**POSITION: FIELD ASSESSOR/DATA COLLECTOR --- LEVEL 7 POSITION
STARTING PAY \$11.92¹ / HR AS OF January 1, 2021--- 35 HOUR WEEK**

KNOWLEDGE OF REAL ESTATE PREFERRED

REQUIREMENTS:

Must possess valid PA driver's license.

Must have a high school diploma or its equivalent.

Must be at least 18 years of age.

Must have been a resident of the Commonwealth of PA for at least 6 months and be a resident of Wyoming County, PA.

Under the discretion of Chief Assessor, applicant may need to become a "Certified Pennsylvania Evaluator".²

Must be able to sit/stand/walk/drive intermittently throughout the work day, with occasional periods of stooping, bending, twisting and reaching as necessary to carry out essential job duties.

Must be able to pay close attention to details and concentrate on work.

Must possess ability to record, convey and present information, explain procedures and follow instructions.

Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.

Must possess initiative and problem-solving skills and be able to work effectively with co-workers and other government personnel.

Must be willing to use personal vehicle for field work in the event that a county vehicle is unavailable.

DUTIES / RESPONSIBILITIES:

Measuring, drawing and future valuing (upon CPE certification) residential properties in the county of Wyoming for ad valorem tax purposes under the direction of the chief assessor, chief deputy assessor or the chief residential field assessor.

Assisting in other functions related to the assessment office including but not limited to the following:

Working with the public on assessment related matters;

Be able to operate all office equipment;

Working with Windows-based programs for archiving assessment information;

Assisting with the creation and duplication of tax related documents including GIS data maps.

Perform other work as outlined by the supervisors.

1. Upon successful completion of the CPE exam, a \$1,500.00 pro-rated salary increase will be issued to the Assessor's annual salary.
2. CERTIFIED PENNSYLVANIA EVALUATOR (CPE) REQUIRES 90 HOURS OF CLASSROOM INSTRUCTION IN ASSESSMENT RELATED FIELDS AND THE COMPLETION AND PASSING OF A COMPREHENSIVE EXAMINATION ADMINISTERED THROUGH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS. A BIENNIAL RENEWAL OF THE CERTIFICATION REQUIRES 28 HOURS OF CLASSROOM INSTRUCTION INCLUDING 7 HOURS OF "UNIVERSAL STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE" AND 2 HOURS OF ACT 28, "THE ASSESSORS CERTIFICATION LAW".