

**JOB OPENING 03/30/2021**  
**JOB DESCRIPTION**  
**WYOMING COUNTY ASSESSMENT OFFICE**  
**PUBLIC DATA INFORMATION SPECIALIST / DATA COLLECTOR**  
**A LEVEL 7 POSITION Starting Pay \$11.92 / HR As of January 1, 2021**  
**KNOWLEDGE OF REAL ESTATE PREFERRED**

**THE SPECIALIST:**

1. **IS** in charge of all outer office (public area) functions including:  
Record card reproduction for public sale;  
Engineering copier care and maintenance;  
Coordination of data stored in the engineering copier;  
Scanning, printing and duplication of data from the engineering copier;  
COORDINATES all data scanned into the engineering copier from the Recorder of Deeds Office;  
In charge of setting fees for the sale of data  
Coordinates the timeliness for reproduction of records from public requests
2. **REVIEWS** all changes to property record cards and reviews the “change in value” and “change in ownership” notices associated with each property record card and assures the CAMA (computer assisted mass appraisal) data matches notices and hard copy record cards prior to distribution to the public.
3. **ASSEMBLES** all necessary information dealing with changes to data cards from monthly reports per Recorder of Deeds Office prior to public distribution.
4. **IS** in charge of assembling information received from the Wyoming County Tax Collectors, school districts and municipalities, making appropriate changes in the CAMA system and formats the information for public distribution.
5. **IS** in charge of assembling and formatting CAMA data for public official use.
6. **IS IN CHARGE OF** Homestead/Farmstead applications, data changes and corrections and archiving all changes in the CAMA system prior to public distribution.
7. **MUST** be skilled in the operation of the Geographical Information System (GIS) to customize data for public sale.
8. **MUST** take appropriate training courses in the operation of GIS (ARCHINFO) software.
9. **COORDINATES** pricing of customized data for public sale.

10. **COMPILES** all Surface Use Option Agreements, Identifies locations and Labels potential problems for Act 88 of 2010 and Act 109 of 2010 compliance.
11. **COMPILES** data on surface mining operations as per Act 33 of 2011.
12. **IN CHARGE OF** deposits of monies to the Wyoming County Treasurer from the sale of data to the public.

13. **Data Collection**

Measuring, drawing and possible 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, chief residential field assessor or any certified field assessor.

Requirements:

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.