



POSITION DESCRIPTION

DEPARTMENT: County Appraiser's Office

POSITION TITLE: Real Estate Data Collector

GRADE: 2

EMPLOYMENT CATEGORY: Regular Full-Time

STATUS: Non-Exempt

REPORTS TO: Deputy Appraiser
County Appraiser

POSITION SUMMARY:

Under the general supervision of the County Appraiser and Deputy County Appraiser, the Real Estate Data Collector performs technical work in measuring, classifying, gathering data, recording, sketching, and calculating various types of real estate. The employee in this position is responsible for securing information on all property types. A Real Estate Data Collector is expected to acquire independence in responding to citizen's inquiries providing accurate information or referrals regarding department related issues.

FUNDAMENTAL JOB DUTIES:

1. Identifies and locates property parcels from plats, maps, and legal descriptions.
2. Collects and enters data for real estate property, determining size, types of structure and materials used.
3. Maintains real property records, including sketches and plot plans, due to inspections of residential, agricultural, and commercial properties.
4. Assists with address changes in both Orion and CIC operating systems.
5. Assists with valuing and recording personal property assets following state guidelines, as needed
6. Assists with scheduling hearing appointments, preparing hearing files, and performs necessary steps of the follow-up hearings.
7. Answers the telephone, assists public, and directs inquiries to appropriate personnel.
8. Assists with the imaging and scanning of real and personal property files.
9. Assists with bulk mailings for department.
10. Maintains accuracy levels on data collected in the field and data entry for compliance with Maintenance Specifications outlined by the Property Valuation Division.
11. Maintains and performs annual residential, agricultural, and commercial real estate re-inspections (17%) with a 90% accuracy.
12. Collects and data enters property characteristics due to sales validation, building permits and neighborhood revitalization plans.
13. Assists with other related duties as deemed necessary or required.

EDUCATION:

High School Diploma or GED required. Prior experience in drafting or data collection work in the field of real estate or construction is preferred, however, on the job training will also be provided. If hired this position requires successful completion of education courses offered by the Kansas Division of Property Valuation necessary to perform the duties of this job. Introduction to Orion, Residential, Agricultural and Commercial Data Collection must be successfully completed.

EXPERIENCE / SKILLS:

- Knowledge of the principles and practices of real estate and personal property appraisal;
- Knowledge of drafting and sketching techniques;
- Knowledge of data entry operations and an aptitude for mathematics;
- Knowledge of general office procedures to include but not limited to typing, filing, scanning and answering the telephone;
- Skilled in oral, written and interpersonal communication;
- Ability to operate a computer, calculator, and other related office equipment;
- Ability to organize and prioritize;
- Ability to follow oral and written instructions; and
- Ability to legally operate a motor vehicle using a valid Kansas driver's license.

PHYSICAL REQUIREMENTS / ABILITIES:

Work is primarily light work which includes balancing, climbing, crouching, hearing, seeing, standing, speaking, lifting, bending, pushing, and walking over rough terrain. May require the ability to exert up to 10 pounds of force occasionally and/or negligible amount of force or constantly to lift, carry push, pull, or otherwise move objects, including the human body. Must be able to convey and receive detailed or important information. Also requires sustained movements of the wrists, hands and/or fingers and ability to make rational decisions through sound logic and deductive reasoning.

WORKING CONDITIONS / ENVIRONMENT:

Work performed in adverse weather conditions when working in the field is a factor in this position. This employee is required to work in close proximity to animals on occasion and is often required to work on and around premises that are unkempt. The work environment can at times be stressful when dealing with property owners, animals, or adverse weather conditions

WRITTEN: 11/22/2021

REVISED: 9/2/2022

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____