



Job Announcement

Real Property Data Collector

Pottawattamie County Assessor's Office
227 S. 6th St, Council Bluffs, IA

The Pottawattamie County Assessor has a current opening for the position of Real Property Data Collector. This is a full-time position, 40 hours per week, 8:00am - 4:30pm, Monday through Friday.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED

Prior real estate or appraisal experience is preferred.

APPLICATION PROCEDURE/DEADLINE:

Resumes are being accepted via email at forms@pottco.org or you may apply in person at the Assessor's Office, 227 S. 6th St, Council Bluffs, IA.

POSITON START DATE: July 2022

STARTING SALARY: \$35,000 - \$45,000 annually

BENEFITS: Pottawattamie County Assessor's Office offers its' employees a strong benefit plan at a reasonable cost. Our benefit offerings include health, dental, vision, and life insurance, long-term disability, and other voluntary benefits.

FSLA STATUS: Non-Exempt

REPORTS TO: Assessor/Deputy Assessor

SUPERVISES: None

Real Property Data Collector

Inspect and record the property characteristics of residential and agricultural properties for assessment purposes. This entry-level position requires attention to detail and the ability to work either indoors in an office environment or outdoors in all weather conditions. This position can lead to promotions of greater complexity and responsibility within the Assessor's Office.

Responsibilities

- Analyze and verify images and data of residential/agricultural properties to ensure that property records reflect current and accurate property characteristics.
- List or update information on property records as needed.
- Drive to property locations, getting in and out of vehicle. Physically walk around and examine all buildings to determine required property characteristics on various residential/agricultural properties.
- Gathers data through visual inspection, sketching building exteriors and/or site boundaries, measuring, and photographing the property.
- Measure and inspect exterior of residential/agricultural buildings. Inspect interior of buildings, if required. Accurately record property characteristics, square footage, angles, sketches, and dimensions on appropriate field documents and/or mobile devices.
- Update data on the physical condition of buildings.
- Communicate effectively with the public to share the purpose of our visit to their property, inquiries about the interior of the property, address questions, etc. Professionally represent the Pottawattamie County Assessor's Office by answering field questions and complaints in a courteous manner.
- May have some over-night travel for training.

Qualifications

- Strong desire to learn and grow in the property assessment field.
- High School graduate or equivalent work experience.
- One-year residential data collection and property measurement experience preferred, but not required.
- Solid problem-solving skills.
- Good organizational skills including attention to detail with the ability to capture and record accurate and comprehensive property characteristics.
- Must be capable of communicating effectively both verbally and in writing.
- Ability to work independently or collaborate with team members.
- Spatial ability to read maps and locate properties.
- Ability to visualize and understand floor plans and blueprints.
- Math skills to calculate square footage, ratios, and similar functions.
- Basic computer skills.
- Must be able to travel to properties in assigned project area for the majority of the work day, provide reliable transportation, and carry full insurance on the vehicle driven to perform the job.
- Must possess and maintain a valid driver's license.