

Data Collector Tompkins County

Department: Assessment Department

Classification: Competitive

Labor Grade: 7

Approved: 1/12/83

Revised: 5/12/91; 11/15/93; 1/04; 6/19

By: AG, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Appointees will be required to possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level technical position involving responsibility for collecting the data used in the assessment of real property or for transportation planning and analysis. The work is primarily performed in the field although some office work is involved. In the Assessment Department, this class differs from that of Assistant Assessor in that no decisions are made with regard to the assessed value. The work is performed under the direct supervision of the Assistant Director of Assessment in the Assessment Department or the Transportation Planning Director in the Planning Department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES OF THE ASSESSMENT POSITION:

Locates property based on information from deeds and tax maps;
Collects, verifies or corrects information on residential, farm and vacant land in accordance with the procedures and definitions contained in the data collection manual;
Makes field inspections and lists physical characteristics of lands, buildings and improvements of real property, including observations on physical conditions, both interior and exterior, quality of kitchens and bathrooms, observations on land types, size, soil conditions and utility;
Takes measurements and records information with respect to foundations, basement areas, walls, floors, roofing, interior finishing, heating, lighting, and other related matters;
Records neighborhood characteristics and conditions and special information pertinent to the specific property;
Under guidelines established by the Senior Assessor, collects inventory information on commercial or apartment properties;
Processes all information gained for entry into computer files to be used by Real Property Appraisers;
Updates data on all parcels currently on file;
Maintains a variety of records and reports;
Answers questions received from the public by telephone and in person.

TYPICAL WORK ACTIVITIES OF THE PLANNING POSITION:

Performs ridership and traffic counts for busses and roads, including installation and maintenance of necessary equipment;
Makes field inspections of roadways for capacity, condition and other characteristics as appropriate;
Records neighborhood characteristics and conditions pertinent to the transportation infrastructure of the County;
Processes all information gathered for entry into computer files to be used by the Transportation Analyst;
Updates data as directed by the Transportation Planning Director;
Provides assistance to the I-TCTC planning efforts as directed;
Researches and collects outside data as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS FOR THE ASSESSMENT DEPARTMENT:

Working knowledge of the laws and regulations governing the evaluation of property for assessment purposes;
Ability to effectively work with and serve a diverse local community;
Ability to inspect and collect information on real property;
Ability to read deeds and maps for locating property;
Ability to make arithmetic computations involving fractions, decimals, algebra and geometry with speed and accuracy;
Ability to deal with the public;
Ability to prepare a variety of records and reports;
Ability to follow oral and written instructions;
Willingness to work under adverse weather conditions;
Willingness to perform work requiring physical effort such as walking, climbing and bending;
Accuracy, integrity, tact, good judgment;
Physical condition commensurate with the demands of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS FOR THE PLANNING DEPARTMENT:

Working knowledge of the transportation methodology necessary to perform the tasks assigned;
Ability to collect data on all forms of transportation in the County;
Ability to work with computer spreadsheet and word processing programs;
Ability to make arithmetic computations involving fractions, decimals, averages, percentages, algebra and geometry with speed and accuracy;
Ability to deal with the public;
Ability to prepare a variety of records and reports;
Ability to follow oral and written instructions;
Willingness to work under adverse weather conditions;
Accuracy, integrity, tact, good judgment;
Physical condition commensurate with the demands of the position.