



## HAINES BOROUGH POSITION DESCRIPTION **Property Data Collector**

### **SUMMARY:**

The Property Data Collector is a temporary, part-time employee who works in the Lands/Assessment Department and reports directly to the Assessor. This employee is responsible for assisting with on-site inspections of residential and commercial property and related tasks as assigned by the Assessor. This job description reflects the essential duties and responsibilities as assigned by the administration. It does not prescribe or restrict the tasks that may be assigned.

### **EXAMPLES OF DUTIES:**

1. Assists with on-site inspections of residential and commercial property for data collection/correction and valuation of real property.
2. Assists in the administration of borough projects, including real property file updates, data entry for real property accounts, or other projects related to the Lands/Assessment Department.
3. Assists in researching chain of title for real property owners of record, the platted history of real property parcels, and land and building characteristics of real property.
4. Responds to correspondence when directed by Borough Administration.
5. Assists with phone calls and visitors by answering questions or directing visitors to the appropriate staff.

### **KNOWLEDGE AND ABILITIES:**

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Requires familiarity with computer systems and modern office equipment.
2. Intermediate computer keyboard skills.
3. Ability to operate word processing and spreadsheet programs. AutoCAD and GIS system experience are helpful.
4. Ability to read, analyze and interpret general governmental reports, regulations, platted maps, various types of deeds and other real property documents usually recorded with the district recorder's office.
5. Ability to write correspondence, reports, and summaries from the results of field inspections used to determine the value of various types of construction, or for other documentation required for land management/assessing records.
6. Ability to effectively present information and respond to questions from individuals, groups and the general public.
7. Ability to define problems, collect data and draw valid conclusions.
8. Ability to work courteously and effectively with staff members and the public.

**EMPLOYMENT STANDARDS:**

1. High School Graduate or equivalent.
2. A minimum of one year professional clerical/office or administrative experience or training.
3. Must hold a valid Alaska drivers license or have the ability to obtain one within 30 days of hire.
4. Past carpentry or construction experience, and proficiency using Apex Software, Apex Sketch, Assessor V.5 is a plus.

**WORK CONDITIONS & ENVIRONMENT:**

1. Command of the English language is necessary: Read, write and speak.
2. Ability for close, distance, and color vision work and to adjust focus.
3. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, kneel or crouch. The employee frequently moves about to coordinate work. The ability to occasionally negotiate stairs or steep outdoor terrain is important.
4. The employee must occasionally lift and/or move up to 30 pounds.
5. The noise level in the work environment is usually quiet.