

# WAYNE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DATA COLLECTOR**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to discover, list all taxable and exempt properties within an assigned Wayne County jurisdiction. Duties and responsibilities include, but are not limited to: answering questions from taxpayers regarding inspecting construction sites, assisting Field Assessors in their duties; and performing other duties as required.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conducts inspections of residential and commercial building construction sites; sketches building and measures structure and any additions; lists information contained in and around building such as heating system, plumbing, basements, fireplaces and other features for building; records for tax and appraisal purposes; maintains information for departmental and county files.

Researches plots for wetland delineation; adheres to all local and state parameters; enters information regarding property sites into computerized databases and files for final review determination of market value by field assessor.

Notifies owner of field check of property for appeal; provides supporting documentation for appeals hearings to supervisors, attorney and other individuals as required; answers questions and provides information to the Board of Appeals about field checks for appeals.

Assigns specified computer codes to designated county documents and records for correct billing cycle; reviews information on all files for accuracy and completeness; enters information into computer as required; files according to billing cycle.

Coordinates and collates tax maps, property record cards, building permits, field checks and other related information; marks maps and plot routes of designated properties; maintains updated files and information; makes copies where necessary; schedules appointments with property owners appropriately.

Files completed building permits in designated drawer for data entry purposes; places unfinished permits on incomplete status and files for revisit.

May attend meetings, conferences, seminars, workshops and other training classes to stay apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other county staff.

Types and prepares various correspondence to include letters, memorandums, forms, and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; enters information into computer databases if necessary; maintains copies for departmental files.

Receives and screens incoming telephone calls from appraisers, tax payers, tax collectors, outside agencies and the general public; routes calls and/or takes messages as necessary; answers questions from tax and/or property assessors, staff, outside agencies, the public or other individuals and provides information accordingly.

Maintains county-owned vehicle used for field inspections; keeps track of mileage used and submits to appropriate individual; ensures vehicle is running properly.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in building construction, property assessment, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license. Must pass a defensive driving course.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes.

Wayne County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Wayne County is looking to fill (1) or (2) positions, depending on quality of candidates. This is a full-time position, non-exempt and is based on 40 hour workweek. 2016 starting salary \$21,382.76 and candidate will qualify for full-time benefits. Candidates should submit applications to the Chief Clerk, 925 Court Street, Honesdale, PA 18431 or [vbotjer@waynecountypa.gov](mailto:vbotjer@waynecountypa.gov) no later than March 31, 2016.