

CHARTER TOWNSHIP OF GAINES

Position Description

February 22, 2018

Title: Field Data Assistant

Employment Status: Seasonal/Temporary

Reports To: Assessor

Positions Supervised: None

BROAD STATEMENT OF RESPONSIBILITIES:

Under the supervision of the Assessor, the person filling this position will gather accurate physical data and information necessary for the appraisal of residential property in Gaines Township.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The person filling this position will measure residential structures, take photographs and interview property owners regarding property specifics. Duties also include data entry, review of current assessing records, and additional duties as requested by the Assessor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Physically able to perform field inspections

1. High School completion or equivalent.
 2. Valid driver's license and good driving record to meet travel requirements throughout the Township.
 3. Requires computer literacy, including experience with Microsoft Word and Excel, number accuracy and ability to operate general office equipment. Familiarity with GIS based software is preferred.
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- 4. Ability to accurately utilize tape measure and digital camera and upload photographs to the assessing database.
- 5. This position requires good communication and organizational skills, and excellent interpersonal skills to interact effectively with Township staff and property owners.
- 6. Must be detail oriented and well organized.

WORKING CONDITIONS:

The work is performed in an office environment and in the field. The office environment requires sitting and operating a computer and exposure to computer screens. Inspections are performed in all weather conditions and require regularly walking, climbing and traversing uneven soils to conduct field inspections of existing home sites.

The employee is expected to use their own vehicle to conduct field inspections and must possess a valid driver's license. Mileage reimbursement will be at the current rate determined by the Internal Revenue Service. The operation of a digital camera, capability of measuring buildings, and accurate note taking are required to perform the requirements of this position.

The above is intended to describe the general content of and requirements for the performance of the job. It shall not be construed as an exhaustive statement of duties, responsibilities or requirements. From time to time this job description may be evaluated and additions, subtractions or other revisions to the duties and responsibilities may be required.

APPROVALS:

Incumbent

Date

Township Supervisor

Date