



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MARCH 7, 2016

CLOSING DATE: MARCH 21, 2016

TITLE: DATA COLLECTOR

GRADE: 117

DEPARTMENT: FINANCE/ASSESSMENT

BARGAINING UNIT: AFSCME Clerical/Tech.

ENTRY RATE: \$12.22/HR \$23,829/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Under supervision collects real estate improvement data, records construction specifications. Work requires analysis, judgment, and selection of applicable methods and procedures.

DUTIES & RESPONSIBILITIES:

Data collects residential related properties, agricultural properties and related improvements. Data collects mobile homes. Reads, identifies property locations, and routes field work using tax maps with a minimal amount of training. Maintains accurate records and files. Solves problems using complex methodology or a whole discipline like physics or logic. Applies equations of trigonometry and geometry to establish field problems. Uses a calculator, scales, tapes, calculator, and computer system, etc. in the performance of duties. Explains and interprets programs/policies to the public, and carries out policies and procedures and maintains communication with the same.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED equivalent. Course credits in high school or post high school indicating a capability to perform duties. Minimum one year work experience in real estate appraisal field or minimum of two years in assessment field and two years' experience in the Integrated Assessment System software. The County reserves the right to establish educational and training equivalencies in place of the one year of work experience. Current PA driver's license and vehicle available for use on the job.

KNOWLEDGE AND SKILLS:

The ability to interact skillfully and informatively with the general public, experts in the appraisal field and/or legal representatives is required.

ANNUAL STATEMENT OF BENEFITS:

AFSCME Clerical & Technical	SINGLE COVERAGE	DEPENDENT COVERAGE
	\$9,400	\$20,900.00

Average paid holidays annually – 14 days

Average paid personal days– 5 days

Average paid vacation– 6 days

*Holidays may vary by bargaining unit