

SENIOR DATA COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving the collection of data used in the assessment of real property and is performed both in the field and in the office. The work is carried out under the direct supervision of the Director of Real Property Tax Services. Supervision is not a responsibility of this position, however, the incumbent does act as a lead worker. A Senior Data Collector does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides training and oversees the entry level staff performing functions relating to data collection;
- Oversees collection of and verifies real property data in accordance with the procedures and definitions contained in the data collection manual;
- Assists with valuations by assigning preliminary assessment changes for the Assessor's review;
- Maintains an open line of communication with local Code Enforcement Officers pertaining to building permits;
- Under guidelines established by the Assessor, collects and updates inventory;
- Generates and reviews reports as needed for project maintenance and reassessments;
- Reviews sale information and makes data changes accordingly;
- Processes information and maintains a variety of records pertaining to data collection and assessing;
- Cover hours in town halls as needed;
- Takes educational courses consistent with work activities;
- Answers questions received from the public by telephone and in person;
- Does related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of the laws and regulations governing the evaluation of property for assessment purposes; ability to inspect and collect information on real property; ability to read deeds and maps for locating property; ability to deal with the public; ability to prepare a variety of records and reports; ability to follow oral and written instructions; willingness to perform work requiring physical effort such as walking, climbing and bending; ability to plan, assign, and review the work of others.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of experience in data collection or mass valuation;

OR

B) Possession of an associate degree AND one (1) year of experience in data collection or mass valuation.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

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

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 7/15/2021

Revised: 3/5/2025