
The Marion County Appraiser's Office is accepting applications to fill a vacant position for a full-time Data Collector. Applicant must have a valid driver's license, high school diploma or equivalent, good math, computer, and communication skills. Attention to detail is a must. Must be willing to work in adverse weather conditions. Applications may be picked up in the Appraiser's Office located in the basement of the Courthouse. Vacant until filled.

Apply at the Marion County Appraiser's Office: 200 S. Third St. Ste 2, Marion, KS. (620) 382 - 3715. www.marioncoks.net. Open until filled. EOE.

DATA COLLECTOR

Rev7-13

Department:	Appraiser's Office
Reports To:	County Appraiser

Position Summary

Under the supervision of the County Appraiser, the Data Collector is a non-exempt position under the FLSA that performs computer data collection duties of a complex nature in accordance with established state and county methods and procedures. The employee in this position works both in the field and in the office. Work is performed independently. However, all job related decisions are reviewed by supervisor. The data collector performs office clerical functions as needed.

Essential Functions

- * Locates and identifies all property from maps, legal descriptions, and interviews with property owners;
- * Measures and identifies building and structure types;
- * Determines quality and grade of structures per guidelines issued by PVD;
- * Sketches buildings and structures to scale;
- * Records property information on ICS/Data Collection Cards;
- * Maintains good public working relations with taxpayers;
- * Answers taxpayer inquiries and resolves related issues;
- * Knowledge of the Orion appraised software system;
- * Determine rural property home site usage with the use of Arial maps, GIS program, and pictometry software;
- * Determine the appropriate use type of agricultural farm ground.

Marginal Functions

- * Other related duties as deemed necessary or as assigned.

Minimum Position Requirements

Experience: Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of hire.

Education: High school diploma or GED. Technical degree or certification preferred. Completion of Course 101 of the International Association of Assessing Officers within one year of employment. Completion of State PVD real property courses. Continuing education

is required as statutes and / or PVD guidelines are updated to achieve and maintain the required job skills.

Data Collector
Minimum Position Requirements

Skills: Working knowledge of office practices and procedures. Mathematical aptitude required to figure mathematical computations. The ability to receive, interpret and follow instructions. The ability to learn and operate the KSCAMA system. The ability to type accurately with moderate to advanced speed. The ability to operate a calculator, computer, telephone and computer equipment (i.e.: Mobile O motion tablet) and other related equipment. The ability to use and read a tape measure. The ability to communicate well.

Problem Solving: Limited problem solving exists in this position. Problems include dealing with taxpayers in the field and making sure data is correct.

Decision Making: Limited decision making exists in this position. Duties follow prescribed procedure. How to list property for taxation assigning quality, physical condition and the proper statutory densifications of property.

Accountability: Employee is not responsible for budgetary control of the department and does not participate in the annual departmental budget process.

Supervision: Limited supervision is provided by the County Appraiser. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Frequent contact with the general public.

Working Conditions: Adverse working conditions exist in this position. Work is performed in the field 90% of the time.

Physical Requirements: Work is physical in nature. 90% of the time requires walking, bending, stooping, getting in and out of a vehicle, and climbing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.