



CLASS SPECIFICATION

Class Title: Real Property Data Collector
Department: Assessor

Class Code: 269
Eff. Date: 1/1/01
Grade: 12
Revised: 12/08/15

GENERAL PURPOSE

Under general supervision from the Real Property Team Lead, performs routine technical duties in inspecting real property and collecting and calculating data for detailed review.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Reviews properties throughout Davis County as assigned. Inspects improvements to land, methods and materials on construction sites, collects data and property information and measures improvements to calculate square footage.

Travels to property sites and obtains data to determine the type of structure involved. Measures buildings and accurately enters dimensions into computer sketch program. Reviews outside amenities of property; inspects interior of property to verify and, if necessary, updates existing office records; updates photographs of the property. Makes necessary changes to property characteristics.

Organizes property data and complete required forms for data entry; performs data entry to update property characteristics in CAMA system.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation plus one (1) year of full-time experience related to real estate marketing, appraising, real estate title, building construction, or a closely related field. An acceptable combination of education and experience may be considered. An Associate's Degree (in any field) or possession of a valid license for real property appraiser, real estate sales agent or real estate broker may be substituted for the required experience.

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

General knowledge of: real estate, construction, or real property appraisal, building trades and construction terminology, applicable computer software including spreadsheets and word processing.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: walk over and around rough, uneven, steep, and otherwise unimproved ground to measure improvements at new construction sites and on existing buildings; walk up and down stairs; work outside in inclement (hot and cold) weather conditions; tabulate results following standard guidelines; exercise sound judgment; use mathematics in calculating square footage; foster cooperation from others; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.