



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Field Assessor I

Reports to: Chief Assessor / Assistant Director of Tax Assessment

Status: Full-time/Part Time

Classification: Non-Exempt

Pay Scale/Grade/Salary: Approved by salary board

JOB SUMMARY

The Field Assessor will gather data from identified properties in all municipal subdivisions within Bedford County while professionally representing the Bedford County Assessment Office. Properties will be visited where a building permit has been issued or the assessment office has learned that new or additional construction has occurred. The Field Assessor will announce their arrival to the property owner, explain the reason for the visit, and with property owner permission, proceed with the necessary task.

ESSENTIAL FUNCTIONS (Illustrative only)

- Measure all structures permitted, noting uncompleted areas.
- Measure any structures not presently listed on the property record card (PRC).
- Take digital photos of all sides of each structure as well as photos of pertinent assessment information (ex: views/location, exterior fixtures/amenities, wells or septic if they appear abnormal or questionable).
- Log all photos.
- Do an exterior inspection of the dwellings on the property noting all the features.
- Sketch rough draft of all construction showing where any new or additional construction is located on property.
- Prepare a list of all work completed including accompanying photo log for supervisor.
- Complete travel log.
- Assist walk-in customers, answer telephones and emails, and help office staff as needed.
- Perform other duties as assigned by the Chief or Assistant Chief Assessor.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Entry level position; High School Diploma or GED required.
- Knowledge of office terminology, procedures and equipment
- Knowledge of Bedford County's layout of the land preferred.
- Ability to learn county policies and procedures governing assessment practices as well as inspection practices and procedures.
- Knowledge of Windows and Microsoft Office preferred.
- Ability to pass Criminal Background Check
- Possess a valid PA Driver's License with a good driving history.
- Possess good organizational skills and ability to quickly comprehend new tasks.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; feel, talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. This position requires the physical ability to walk over various terrains for long periods of time. The employee needs to have the ability to complete the required work during all types of weather conditions.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

WORK ENVIRONMENT

While performing the duties of this job, the employee is working in an office environment as well as being out in the field with regards to assessments.

SPECIAL NEEDS

Must have a valid driver's license and be able to travel as required.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Department Heads. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____