

JOB DESCRIPTION FOR SUB ASSESSOR - FULL TIME

ASSESSMENT OFFICE

Report to: Deputy Director of Assessment

SUMMARY

Seeks, discovers and places values on real property which consists of newly constructed property or additions to property which is taxable under the tax code within the confines of Lackawanna County.

Sub Assessor locates and visits properties in an assigned district of the County and gathers specific data through observation, photography, measurement and interviewing of owners and builders. The emphasis is on obtaining complete and accurate information to assure a fair assessment. Work may be complicated by difficulty in locating specific properties and owners. Office duties include the maintenance of assessment records, explaining the reasons for assessment decisions to the public and understanding and interpreting maps, deeds, tax records, etc. to gain further information on properties. Work is performed under the direction of a deputy director for completeness and reviewed periodically for accuracy and adherence to procedure. This is technical work inspecting real property for the purpose of determining assessed values for tax purposes.

Responsibilities and Duties

Locates properties to be inspected by reviewing municipal building permits, new deeds recorded and also by directly searching the area for new construction or additions to existing buildings.

Notes and measures size, type, quality of construction, use of property, age and condition of property. Photographs and sketches for use in computing property value.

Inspects properties where buildings have burned or been removed in order to re-assess value.

Prepares property assessment values by use of Marshall and Swift Valuation manual or other valuation manuals. Enters updated data into assessment records.

Performs other duties as requested or assigned by Department director or GIS mapper.

Qualifications: Education and Training

High School graduate or equivalent GED training.

Possession of valid motor vehicle operators license.

Must be Licensed by State with a CPE (Certified Property Evaluator) license. State Law Requires.

Preferably previous real estate appraisal or construction experience.