



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **DATA COLLECTOR**
Jurisdictional Class: Competitive
Civil Division: Towns, Real Property Tax Services
Adoption: CSM 6/14/89
Revised: CSM 9/19/18

DISTINGUISHING FEATURES OF THE CLASS:

This class involves the performance of specialized work involving responsibility for the collection and recording of data that forms the basis for the determination of assessments of real property. The work is performed under the immediate supervision of the Assessor or other official. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Gathers, assembles, and records data relating to property assessment;
Interviews taxpayers to gather data on property;
Photographs improvements for identification;
Measures improvements;
May draw scale plot plans;
Calculates square footage living area of property;
Collects information needed for income capitalization valuation;
Follows up on unavailable information not provided by primary visit to the property, putting information into appropriate form for data entry using the NYS Real Property Information System;
Mails primary notice letter to property owners regarding data collected;
Performs a variety of related clerical and field duties relating to property assessments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment;
Working knowledge of business arithmetic and English;
Ability to read manuals and apply information gathered;
Ability to understand and carry out oral and written directions;
Ability to accurately measure buildings and calculate square footage;
Ability to get along well with others and to deal tactfully with the public;
Ability to prepare and maintain records and reports;
Clerical aptitude;
Accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) Two (2) years of experience in real estate, property valuation, construction cost estimating, or similar field; OR
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENT(S):

Possession of an appropriate Motor Vehicle Operator's License issued by the NYS Department of Motor Vehicles at time of appointment.