



## JOB DESCRIPTION

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**JOB TITLE:** Real Estate Data Entry Technician  
And Field Lister

**DEPARTMENT:** Tax Assessment

**SUPERVISOR'S TITLE:** Director of Tax Assessment/Claims

**JOB CLASS:** Union Class IV Level I

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### **TAX ASSESSMENT REAL ESTATE DATA ENTRY TECHNICIAN/FIELD LISTER**

#### **GENERAL DESCRIPTION**

Real Estate Data Entry Tech./Field Lister is responsible for the transfer of deeds and the maintenance of the property record cards when there are land transfers, and property ownership. This position is responsible for building permits in the county, reviewing Homestead/Farmstead applications and processing them. Maintaining a professional rapport with the public and providing information to the property owners that help explain the real estate tax assessment process.

#### **ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES**

This position requires strong public relation skills; data entry skills and general computer literacy skills. This position will also require maintaining files, and all other clerical duties. Have a general understanding of the mapping system.

#### **THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:**

- Review and process Homestead/Farmstead applications and assist with processing of building permits.
- Review properties and enter data concerning field maintenance
- Maintain accurate records for the Clean & Green properties
- Calculate rollback amounts when requested or in violation
- Assist the Tax Assessor as needed
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#### **GENERAL RESPONSIBILITIES INCLUDE BUT NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:**

- Maintain all filing systems and record and bookkeeping
- Interact with the public through field visits; in person office visits; telephone; email and any other means of communications
- Work with other local agencies, such as tax collectors, school districts, townships, boroughs etc.
- Receiving and processing payments and making daily deposits
- Other duties as assigned or required



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### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Computer literacy;
- Have an understanding of Microsoft Office Suite & modern office practices
- Able to maintain strict confidence;
- Ability to multitask;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to demonstrate time management skills;
- Must be willing to learn and operation of all office equipment
  - include, but are not limited to personal computer, including word processing software; fax machine and copy machine; Large format Plotter; tape and/or digital audio recorder; map reading; and telephone
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills.
- Willingness to learn planning-related software and Ordinance requirements

#### EXPERIENCE AND TRAINING:

- High School diploma or equivalent;
- Prefer Vocational/Associate Education with a minimum of one (1) year working experience in one or more of the following: Assessment; Real Estate Appraisal; Computer Assisted Mass Appraisal or Real Estate Sales or related field.
- If acquire CPE Certification (Certified Pennsylvania Evaluator) with-in six months, once acquired individual would move from Class IV Level 1 to a Class V Level 1
- Map reading ability

#### PHYSICAL REQUIREMENTS:

- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

### **ADDITIONAL REQUIREMENTS:**

- Possession of a valid Pennsylvania driver's license.
- Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with County employees and officials and the general public.

**HOURS:** Monday – Friday 8:30am – 4:30pm with 1 hour for lunch  
35-hour work week; Overtime as approved by Tax Claim/Assessment Director.

**PAY RATE AND BENEFITS:** Pay rate and benefits are based on the union contract



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