

Hendricks County Government Job Description

Title: Field Inspector

FLSA Status: Non-exempt

Department: Assessor

Classification: OSS 3

Purpose of Position:

Performs residential field work for the County as assigned by the Residential Field Supervisor.

Essential Functions:

- Pick up building permits and plans from towns as requested.
- Draw sketch and field notes from building plans.
- Handles site review requests either initiated by taxpayer or office personnel. Performs a complete site review and provides accurate and legible field notes to be entered by office staff.
- Responsible for mapping daily route of field work to ensure efficient and maximum productivity.

Non-Essential Functions:

- Performs other duties as assigned by County Assessor, Deputy Assessor and/or Field Supervisor.

Education and Qualification Requirements:

- High School Diploma or GED.
- Possesses and maintains a Level I Assessor/ Appraiser in the State of Indiana. (Requires 30 hours every two years of continuing education classes)
- Possesses a valid Driver's license.
- Experience and knowledge of all Microsoft Office applications.
- Computer Literacy of software as well as basic terminology. Also, ability to learn new software as changes are mandated by the State.
- Ability to read and sketch building plans.

- Thorough knowledge and ability to ensure adherence to assessing principles and guidelines and all related state and DLGF statutes and regulations.
- Ability to multi-task and complete work effectively with minimal supervision.
- Ability to effectively communicate orally and in writing.
- Ability to competently serve the public with diplomacy and respect, including frequent encounters with irate/hostile persons.
- Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism.
- Ability to plan out assigned work projects, work alone and with others with minimum supervision and maintain appropriate, respectful interrelationships with co-workers and public.
- Ability to occasionally work extended, weekend &/or evening hours and occasionally travel out of town for meetings or classes, sometimes overnight.
- Must be able to physically go 'out in the field' on site reviews and collect data for assessing and/or re-evaluation purposes.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, office attire, and personal conduct.

Responsibilities/Difficulty of Work:

Responsibilities are broad in scope and are not of a repetitious nature. All duties involve many variables and considerations of substantial intricacy. Must exercise independent judgment in ensuring compliance with all other departments and/or agencies. The individual needs to exhibit extreme accuracy and detail to prevent substantial financial repercussions to the taxpayer and the County. Any error in work/judgment not only has a dollar value associated but could also result in embarrassment to the Assessor's Office and /or the County and departments therein.

Personal Working Relationships:

Individual maintains communications with Assessor, Deputy Assessor, co-workers, other county departments, regulating agencies, legal counsel, and the public for the purpose of exchanging/collecting information, explaining/interpreting data and procedures, and resolving problems/appeals.

Working Conditions and Physical Demands:

Individual performs a majority of duties in an outdoor environment where a myriad of conditions can be encountered, including, but not limited to, inclement weather, animals, irate individuals, and rough terrain. Some work is done in a normal office environment, when drawing sketches or mapping routes. Individual must occasionally work extended,

weekend, and/or evening hours and must occasionally attend classes out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

Applicant/Employee Signature

Date

