

# HENDRICKS COUNTY ASSESSOR

## JOB ANNOUNCEMENT

### Residential Field Assessor

**Title:** Residential Field Assessor

**FLSA Band:** Non-Exempt

**Office:** Assessor

#### **Purpose of Position:**

Performs onsite inspection and analysis of parcels and any improvements on the parcels. Identifies assessable improvements and quantifies. Prepares improvement sketches and data information on paper and/or tablet and enters into INCAMA data system.

#### **Essential Functions:**

- Performs real property field inspection for all types of property (agricultural, residential, commercial, industrial and vacant.)
- Read and interpret new construction plans as well as inspection when necessary while under construction, and performing a final inspection upon receipt of a Certificate of Occupancy from the issuer of the permit.
- Examines existing records, performs site inspection, noting changes made. Then enters the changes directly into INCAMA.
- Investigate Permits issued for demolition of improvements on real property.
- Investigate condition of real property when needed to satisfy taxpayer requests or taxpayer appeals related to the Assessed Value of real property in Hendricks County.
- Responsible for mapping daily route of field work to ensure efficient and maximum productivity.
- Ensures work is done in a timely manner and within deadlines set.

#### **Non-Essential Functions:**

- Performs other duties as assigned.

## **Education and Qualification Requirements:**

- High School Diploma or GED.
- Possesses a valid Driver's license.
- Experience and knowledge of Microsoft Office applications (Word and Excel).
- Ability to read and sketch building plans.
- Thorough knowledge and ability to ensure adherence to assessing principles and guidelines and all related statutes and DLGF rules and regulations.
- Ability to 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 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.
- Must obtain and maintain the Level I Assessor/Appraiser Certification from State of Indiana within one year of employment, if not already a Level I. The Level I requires 30 hours of continuing education every two years.
- Excellent math skills and organizational skills.

## **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. 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. 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 but could also result in embarrassment to the Assessor's Office and/or the County and departments therein. The position has a long learning curve to become proficient and accurate as to identifying physical characteristics of improvements and their condition. Usually the learning curve requires up to two years on the job.

**Personal Working Relationships:**

Individual maintains communications with Field Inspection Unit Supervisor, Assessor, Chief Deputy Assessor, Deputy Assessors, 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. Individual reports directly to Field Inspection Unit Supervisor.

**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. Individual must be able to go “out in the field” on site reviews and collect data for assessing and/or re-evaluation purposes. Some work is done in a normal office environment. Individual must occasionally work extended, weekend, and/or evening hours and must occasionally attend classes out of town, sometimes overnight.