



BOARD OF ASSESSMENT APPEALS OF MIFFLIN COUNTY

20 North Wayne Street
Lewistown, PA 17044

Phone: 717-248-5783

Fax: 717-242-5465

Hours: M-F 8:00-4:30

COMMISSIONERS

Lisa V. Nancollas
Stephen T. Dunkle
Kevin P. Kodish

CHIEF ASSESSOR

Merry A. Bratton, CPE
mbratton@co.mifflin.pa.us

SOLICITOR

Stephen S. Snook

Memo

Date: October 6, 2016
Department: Mifflin County Assessment Office
Position: Field Assessor
Opening: One full-time
Duties & Responsibilities: Attached
Pay Grade: 7 - \$18.45/hr.

Applications and resumes with cover letters must be submitted by 4:30 p.m.
October 20, 2016 to the Mifflin County Assessment Office, located on the second
floor of the Mifflin County Courthouse or by email at mbratton@co.mifflin.pa.us.

Mifflin County Position Description

Position Title: Field Assessor
Date: October, 2002

Department: Assessment
Reports To: Chief Assessor

Purpose of Position

The purpose of this position is to perform field inspections of real estate and ensure that accurate and updated information and values are added to the ad valorem tax system.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

Performs field inspections for new construction and additions to existing properties and vacant land on a daily basis.

Performs preliminary calculations and completes field sheets with complete information on properties to satisfy guidelines.

Examines appeal information and may represent the Assessment Office at tax appeal hearings.

Maintains and reviews building and mobile home permits and revises records.

Enters information into database, computes values and prepares appropriate documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in property appraisal and one to two years experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must possess current license from the State Board of Real Estate Appraisers as a Certified Pennsylvania Evaluator or be able to obtain certification within one year time frame and maintain certification as required by the State.

Proficient in word processing and spreadsheets, general data entry software and knowledge of software necessary to function in the Assessment Office such as ArcView. Experience using Geographic Information Systems (GIS) and Global Positioning Systems (GPS) would be helpful.

Physical Requirements

Ability to operate a motor vehicle and walk rough terrain in all types of weather.

Ability to operate a variety of office equipment including computer, calculator, copier, telephone, etc.

Mathematical Ability

Ability to use Computer Aided Design software to prepare residential drawings, digital camera and imaging systems.

Ability to add, subtract, multiply, divide, calculate decimals, percentages and ratios; knowledge of basic principles of algebra and geometry.

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents, valuation service manuals, appeal forms and appraisals, both residential and commercial.

Ability to use prescribed formats and conforming to all rules of procedure, punctuation, grammar, diction and style.

Ability to communicate effectively and courteously with property owners, general public, elected and court officials in a cordial and tactful manner both verbally and in writing.

Environmental Adaptability

Ability to perform outdoor work year round in a variety of environments and terrain, including construction and industrial sites, mountain and farm land, flood and other disaster areas.

Ability to work effectively in an office, computer and internet environment.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.