

Morgan County Assessor's Office is seeking a qualified applicant for the position of
OUTSIDE DATA COLLECTOR/APPRaiser
(40 HOUR WORK WEEK)
ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS
HEALTH/DENTAL/VISION/LIFE INSURANCE,
WV PUBLIC EMPLOYEE RETIREMENT PLAN - (FT Employee required to participate)
EMPOWER RETIRMENT PLAN-457 (OPTIONAL)

EXPERIENCE IS REQUIRED
Salary is commensurate with experience

APPLICANT MUST BE APPROVED BY THE VALAUTION COMMISSION IN CHARLESTON, WV

POSITION DEMANDS A HIGH DEGREE OF PUBLIC INTERACTION WITH DIPLOMACY AND TACT AND PERSONS FULFILLING THIS ROLE MUST PERFORM THEIR DUTIES WITH SIGNIFICANT SKILL IN DEALING RESPECTFULLY AND COURTEOUSLY WITH THE PUBLIC.

POSITION OBJECTIVE:

- INSPECT RESIDENTIAL/COMMERCIAL PROPERTIES TO ENSURE THAT THE PROPERTY RECORD REFLECTS CURRENT AND ACCURATE PROPERTY CHARACTERISTICS.
- REQUIRES ATTENTION TO DETAIL
- STRONG MATH & COMPUTER SKILLS IS A MUST
- VERIFY PROPERTY LOCATION & DATA BY ASSOCIATING INFORMATION FROM THE APPLICABLE FIELD DOCUMENT WITH THE APPRAISER FIELD TABLET
- ABILITY TO WORK PRIMARILY OUTDOORS IN ALL WEATHER CONDITIONS
- GETTING IN AND OUT OF VEHICLE AND SIGNIFICANT WALKING
- ABILITY TO WORK INDEPENDENTLY OR COLLABORATE WITH TEAM MEMBERS

MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND HAVE A CLEAN DRIVING RECORD

QUALIFICATIONS: HIGH SCHOOL GRADUATE, PRIOR REAL ESTATE AND/OR APPRAISAL EXPERIENCE, ABILITY TO READ AND UNDERSTAND GEOGRAPHY INFORMATION SYSYTEM (GIS), PROPERTY MEASUREMENT EXPERIENCE, FAMILIARITY WITH ANDROID OPERATING SYSTEMS, COMPUTER KNOWLEDGE REQUIRED, STRONG DESIRE TO LEARN AND GROW IN THE REAL ESTATE APPRAISAL FIELD

MASS APPRAISAL COLLECTION TRAINING IS PROVIDED AND REQUIRED

PLEASE BE ADSVISED THAT THE APPLICATION PROCESS WILL INCLUDE YOUR CONSENTING TO A BACKGROUND CHECK

Applications are available at
THE MORGAN COUNTY ASSESSOR'S OFFICE
77 FAIRFAX STREET, ROOM 103
BERKELEY SPRINGS, WV 25411

OR

County Website @ www.morgancountywv.gov

COMPLETED APPLICATION MAY BE SUBMITTED VIA E-MAIL

Dweaver1@assessor.state.wv.us

OR

MAILED

DEBBIE WEAVER, ASSESSOR
77 FAIRFAX STREET, ROOM 103
BERKELEY SPRINGS, WV 25411

APPLICATION MUST BE RECEIVED NO LATER

FEBRUARY 28, 2025

MORGAN COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER