

JOB OPENING
THE MORGAN COUNTY ASSESSOR'S OFFICE IS NOW ACCEPTING APPLICATIONS FOR A
CONTRACTUAL (TEMPORARY FULL-TIME) POSITION
DATA COLLECTOR

SALARY DEPENDING UPON EXPERIENCE

POSITION OBJECTIVE: INSPECT RESIDENTIAL/COMMERCIAL PROPERTIES THROUGHOUT MORGAN COUNTY TO ENSURE THAT THE PROPERTY RECORD REFLECTS CURRENT AND ACCURATE PROPERTY CHARACTERISTICS. VERIFY PROPERTY LOCATION BY ASSOCIATING INFORMATION FROM THE APPLICABLE FIELD DOCUMENT WITH THE TAX MAP. REQUIRES ATTENTION TO DETAIL. BE ABLE TO COMMUNICATE EFFECTIVELY WITH THE PUBLIC. 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.

QUALIFICATIONS/REQUIREMENTS: HIGH SCHOOL GRADUATE, ABILITY TO READ AND UNDERSTAND GEOGRAPHY INFORMATION SYSTEM (GIS), MEASURE BUILDINGS – HOMES – GARAGES - ETC., STRONG MATH & COMPUTER SKILLS IS A MUST.

THIS POSITION CAN LEAD TO POSITIONS OF GREATER COMPLEXITY AND RESPONSIBILITY WITHIN THE APPRAISAL FIELD

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

PER WEST VIRGINIA STATE CODE §11-1C-8. – APPLICANT MUST BE A RESIDENT OF WEST VIRGINIA AND BE APPROVED BY THE VALUATION COMMISSION IN CHARLESTON

APPLICATIONS MAY BE FOUND ON EITHER WEB SITE BELOW
www.morgancountywv.gov OR <http://morgan.wvassessor.com>

APPLICATIONS MUST BE SUBMITTED BY MARCH 19, 2021
INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATIONS TO
77 FAIRFAX STREET, ROOM 103, BERKELEY SPRINGS, WV 25411

ATTN: DEBBIE WEAVER

OR

dweaver1@assessor.state.wv.us

EQUAL OPPORTUNITY EMPLOYER