

JOB VACANCY

Full Time

Assessor I

(Tax Assessment)

Pursuant to Article IX, Promotions and Transfers, Section 2, Posting of Vacancies, we are hereby listing the job of Assessor I.

The qualifications for said job are attached hereto and made a part hereof.

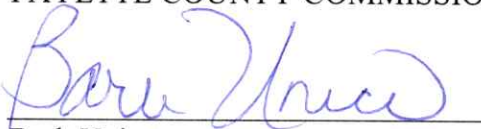
The starting rate for said job is \$17.45/hour (\$34,027.50 annually)

Any employee who wishes to apply for the said vacancy shall, in writing, indicate their qualifications for the job, and shall file their bid within ten (10) workdays from the date of this notice, which will be October 23, 2026, with the Human Resource Department, Courthouse, Uniontown, Pennsylvania.

“THE COUNTY OF FAYETTE IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN, OR HANDICAPPED STATUS.”

FAYETTE COUNTY COMMISSIONERS

By



Barb Unice

Benefits & Training Specialist

October 8, 2026

Date

FAYETTE COUNTY

ASSESSOR I

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To gather data and make determinations as to market value for Ad Volarum tax purposes.

ESSENTIAL FUNCTIONS OF JOB

1. Determines properties to be assessed, and prepares necessary permits, records, files and maps needed to perform assessments.
2. Conducts property measurements and assessments on both interior and exterior of property/buildings.
3. Makes determinations of taxable/non-taxable real estate and personal property.
4. Maintains all documents, photographs, etc. used for assessments and files according to established practices.
5. Transfers collected data, information from field work onto records, including sketch of property.
6. Performs necessary math calculations regarding assessments and other job related duties.
7. Interviews taxpayers and explains details and results of assessments, in person and on phone.
8. Advises property owner of tax assessment procedures and policies and laws relating to assessment of real estate property for tax purposes; assists taxpayers with appeal forms when needed.
9. Performs routine title search work to determine or verify ownership, location, size and value of real property.
10. Determines, collects and analyzes data necessary to conduct a sales analysis of valid sales.
11. Interacts daily with various local, state and federal offices, government departments, (i.e., public assistance, zoning office, etc.), attorneys, emergency management and fire departments and general public regarding essential job duties.

OTHER DUTIES OF JOB

1. Attends training, in-services or seminars as required.
2. Assists staff members with related job duties.
3. Maintains proper care and general repair of vehicles used to conduct field work.
4. Performs other job-related duties as required.

July 27, 2015

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Chief Assessor in regard to daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate work space and lighting and ventilation, but subject to fluctuations in temperatures and ventilation.
2. Works with average indoor office exposure to noise, stress and disruptions.
3. Normal indoor office exposure to dust/dirt.
4. Travels frequently to conduct assessments/surveys, traveling during all seasons and exposed to outdoor elements and icy roadways.
5. Periodically exposed to neighborhoods varying in crime situations or other dangerous situations, i.e., dogs, irate clients, etc.

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit/stand/walk/drive intermittently throughout the work day, with occasional periods of stooping, bending, twisting, and reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from simple coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out essential job duties.
4. Sedentary work with occasional lifting/carrying of objects with weights of approximately ten pounds.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. **EDUCATION/TRAINING**

High school diploma or equivalency, plus some training in real estate/appraisal or property taxes and some computer training required. Ability to pass and maintain state certification and valid PA driver=s license required.

B. **WORK EXPERIENCE**

6-12 months working experience in real estate, tax assessment preferred. OR, any equivalent combination of experience/training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED 1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential function of job.

ASSESSOR I
Position Description

Page 3

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont=d.)

2. Must possess good communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with general public, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client tax information and records.
6. Must possess some technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
7. Must possess a willingness to travel as needed to carry out essential job duties.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess knowledge of principles, procedures and techniques of real property appraised.
10. Must possess knowledge of state and County laws, regulations and policies governing real property appraisal.
11. Must possess knowledge of type and methods of instruction used in industrial, commercial and residential property.
12. Must possess ability and skill to properly evaluate all types of property for tax purposes.
13. Must possess the ability to explain/interpret assessment/appraisal procedures and to interact with the public in an effective manner.

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

July 27, 2015