

Field Appraiser Job Description

Responsibilities include:

- Inspect houses and buildings under construction, performs field measurements, lists pertinent information for proper updating, data entry into the CAMA system; reports such findings to the Assessor.
- Reviews and inspects areas of town for purposes of maintaining equalized assessments as required by the State Tax Commissioner and reports such findings in proper form to the Wood County Assessor.
- Assists in the maintenance of necessary records for proper functioning of the department; assists in field operations to assure smooth functioning of assessing matters as deemed necessary by the Wood County Assessor.
- Performs computerized statistical analyses.
- Ability to deal tactfully with the general public.
- General knowledge of the principles, methods and techniques of real and personal property assessment.
- General knowledge of computer operations and related software applications.
- Ability to understand and explain pertinent state and local procedures and regulation.
- Organizational skills are required.
- Excellent mathematical skills.
- Skill in operation of computer and measuring devices.

Requirements: -Must have valid WV Driver's License with clean driving record.

-High school education.

Nice to have: - An understanding of the real estate market.

- Two years' experience in computer data.

-Experience in customer service.