

Appraisal, Data Collector

This employee will work primarily in gathering and verifying data identified as new construction. Employee must have a valid Texas driver's license and proof of insurance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Gathering or verifying physical data (field work) utilizing all data collection tools and devices assigned under the direction of a senior appraiser; become familiar with the filing system, both physical and electronic, maps, and loading pictures on the correct account; data entry and quality control after fieldwork is brought in (as needed or qualified for); other computer program entry work and general office procedures.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. They also must have the ability to communicate effectively with co-workers, supervisors, and the general public.

EDUCATION and/or EXPERIENCE:

Education desired to start is a high school diploma, or GED.

OTHER SKILLS and ABILITIES:

Ability to work without constant direct supervision and maintain expected production levels; be able to use measuring equipment, as well as office machines; good math and map reading skills; have good communication skills; the ability to use a tablet/iPad and digital camera and maintain correct reference listings is a must; the ability to remain professional when confronted by hostile/unruly individuals.

PHYSICAL DEMANDS:

Be able to operate motor vehicles in poor/slick/rainy road conditions; be physically able to travel by foot across all types of terrain; be able to stand, walk, sit, talk, and hear; use hands and feet, climb, balance, stoop, and bend and reach throughout the day; perform other physical movements necessary to pick-up boxes of paper/forms and move as required.

WORK ENVIRONMENT

A large portion of time is spent working in outdoor weather conditions.

Please submit resume to:

Kaufman Central Appraisal District
Trevor Parker
Residential Director
P.O. Box 819
Kaufman, Texas 75142

or by email to:

trevor.parker@kaufman-cad.org