

DATA COLLECTOR

Summary:

The Data Collector is the most visible member of the appraisal process to the general public. In many cases, this individual will be the only person that the taxpayer may see. Therefore, it is extremely important that the Data Collector present a professional image to the public. The primary responsibility of the Data Collector is to locate, identify and accurately measure the exterior dimensions of the assigned properties, as well as make a thorough inspection of the interiors and accurately record all pertinent data on a data collection form.

Reports to: Crew Chief, Project Manager

Works closely with: Crew Chief, Project Manager

Hours:

Data Collectors are required to work forty hours per week. Depending on the contract, those hours may include Saturdays and weekdays between 5 p.m. and 7p.m.

Functional Responsibilities:

1. Accurately record on the data collection form all required information that will be pertinent to the valuation of the property. Follow the guidelines of the data collection manual and guidelines developed for each Community.
2. Interact effectively and professionally with taxpayers to neutralize any misgivings on their part regarding the inspection process.
3. Anticipate unusual situations and make quick and responsible decisions.
4. Develop an awareness of quality and production requirements and maximize efforts to meet or exceed requirements on a daily and weekly basis.
5. Submit on a timely basis, accurate production and corresponding reports, such as timesheets, expense reports and other prescribed company documents.
6. Exhibit the flexibility necessary to multi-task, and perform contracted services in multiple communities as needed.
7. Adhere to Dress Code as outlined in Data Collection Manual at all times.

Physical Requirements:

- Data Collectors must have the ability to stand and walk for long periods of time. Bending, stretching, and kneeling are part of the daily routine.
- Climbing stairs and the ability to carry 5-10 lbs of equipment throughout the workday is required.

- This is an outdoor job and constant exposure to the elements is necessary in this position.

	Occasionally .25-2.5 Daily Hours	Frequently 2.5-5.5 Daily Hours	Continuously 5.5-8 Daily Hours
Sit	X		
Stand			X
Lift/Carry (5-10 lbs.)			X
Walk			X
Drive		X	
Reach Above	X		
Bend/Stoop	X		
Pushing/Pulling	X		
Fine Manipulation			X
Stress Level	_____Low	<u> X </u> Moderate	_____High
	High		_____Very

All necessary training will be provided to the right candidate. We are willing to train motivated, hardworking individuals. Most importantly, you should enjoy working outdoors, rain or shine and demonstrate qualities of reliability, accuracy, and consistency. The right candidate will need to work independently and must be able to walk and work outdoors 8 hours per day. Must have reliable transportation, available work hours must include evenings to 7 PM and Saturdays, and be able to pass background/MVR check.

Starting salary is \$30,000 plus quality/production incentives and comprehensive benefits. Positions open until filled; priority consideration of resumes received by July 13th 2017, send your resume with cover letter to hr@vgsi.com.