Property Data Collector - Part Time

Appraisal Services Mercer County, Pennsylvania

Responsibilities

- Drives to property locations, getting in and out of vehicle. Physically walks around property and examines all buildings to determine required property characteristics on various residential properties.
- Verifies residential/agricultural property location by associating information from the applicable field document with the map.
- Measures and inspects exterior of residential/agricultural buildings. Inspects interior of buildings, if required. Accurately records property characteristics, square footage, angles, sketches, and dimensions on appropriate field documents and/or mobile devices.
- Takes clear digital images of properties including specified parcel improvements if required.
- Gathers cost and sales information and records on appropriate field documents or devices, as required.
- Updates data on the physical condition of buildings.
- Maintains personal production records in alignment with productivity targets. Completes logs and control forms and required documentation as required.
- Communicates effectively with the public to share the purpose of our visit to their property, inquires about the interior of the property, addresses questions, etc. Professionally represents Tyler and the client to property owners and other members of the public handling field questions and complaints in a courteous manner and escalates to their supervisor as appropriate.
- May assist in the training of new Residential/Agricultural Data Collectors.
- Regular attendance is required.
- Demonstrates awareness of and adherence to Company policies as outlined in the Employee Handbook and Safety Handbook. These include, but are not limited to, Safety, Equal Employment Opportunity, Business Ethics, and Anti-Harassment Policies.
- Performs other duties, as required.

Qualifications

- High School graduate or equivalent work experience
- Real Estate and/or appraisal experience is preferred.
- Good written and oral communications skills
- Solid problem-solving skills.
- Good organizational skills including attention to detail with the ability to capture and record accurate and comprehensive properties details.
- Ability to work independently or collaborate with team members.
- Possess spatial abilities necessary to read maps and locate a physical location on the map.
- Ability to visualize floor plan footprints based on three-dimensional buildings.
- Good math skills to calculate square footage, ratios, and similar functions.
- Must be able to travel to properties in assigned project area for the majority of the workday.
- Must provide reliable transportation and carry personal liability insurance on the vehicle driven to perform job.
- Must possess and maintain a valid driver's license issued by the state in which the employee lives.
- Basic computer experience is preferred.

To Apply please go to: