

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** REAL PROPERTY DATA COLLECTOR

**TITLE #:** 1510

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in collecting basic data for use in determining the value of real property. The incumbent learns methods and procedures used in obtaining, recording and reporting factual data needed to determine and support real property values. Work is performed under close supervision and instruction with gradual leeway permitted for independent work assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Learns and assists in making field inspections and inventories of all properties;

Learns and assists in obtaining property information on residential, rural, commercial and industrial construction;

Learns and assists in measuring exterior building dimensions and preparing outline sketches to scale of each major building;

Assists in obtaining physical specification data such as kinds of roof, floors, interior finish, foundation, basement area, wall construction, plumbing fixtures, number of rooms, etc;

Makes notes of each property such as general quality of construction, age, condition, usefulness, desirability, etc;

Performs other duties as assigned, such as reviewing deeds and other property records to extract pertinent information, pulling sales data cards of past several years to aid in establishing full property value;

Transfers information from field sheets to permanent property records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office practices, procedures, terminology and equipment; working knowledge of the various types and qualities of building construction; ability to draw accurate sketches of property; ability to meet and deal with people in an efficient and tactful manner; ability to understand and carry out complete oral and written instructions; accuracy; good judgment; thoroughness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**JURISDICTIONAL CLASS:** Competitive when full-time, Non-Competitive when part-time.

**ADOPTED:** Unknown

**REVISED:** 11/3/76

**REVISED:** 10/3/94

**REVISED:** 01/03/03 kmg