

**JOB OPPORTUNITY: Outside Data Collector/Appraiser
Morgan County Assessor's Office – Berkeley Springs, WV**

The Morgan County Assessor's Office is seeking a qualified, detail-oriented individual for the position of **Outside Data Collector/Appraiser**. This is a full-time (40 hours/week) position requiring field work in all weather conditions and significant walking.

Compensation & Benefits

- **Salary:** Commensurate with experience.
- **Benefits:** Health, Dental, Vision, and Life Insurance.
- **Retirement:** WV Public Employee Retirement Plan (mandatory) + Optional 457 Retirement Plan.
- **Leave:** Paid annual leave, sick leave, and holidays.

Key Responsibilities

- Inspect residential and commercial properties to verify and update records for accurate assessments.
- Utilize field tablets to verify property locations, data, and measurements.
- Maintain high standards of courtesy, diplomacy, and tact when interacting with the public.
- Work independently or collaboratively within a team.
- *Note: Mass appraisal collection training is provided and required.*

Qualifications

- High School Diploma required.
- Prior experience in real estate or property appraisal is required.
- Strong math and computer skills (familiarity with Android OS preferred).
- Ability to read/understand Geographic Information Systems (GIS).
- Valid driver's license with a clean driving record required.

Application Process

Candidates must consent to a background check.

- **Apply By:** March 27, 2026
- **How to Apply:** Submit a completed application via email to Dweaver1@assessor.state.wv.us or mail to:
Debbie Weaver, Assessor
77 Fairfax Street, Room 103
Berkeley Springs, WV 25411.
- **Applications:** Available at the address above or at www.morgancountywv.gov.
Morgan County Assessor's Office is an Equal Opportunity Employer.

PER WEST VIRGINIA STATE CODE §11-1C-8. – APPLICANT MUST BE A RESIDENT OF WEST VIRGINIA AND BE APPROVED BY THE VALUATION COMMISSION IN CHARLESTON