



DEBBIE A. WEAVER
Assessor

**THE COUNTY OF MORGAN
OFFICE OF THE ASSESSOR**
77 FAIRFAX STREET, ROOM 103
BERKELEY SPRINGS, WV 25411



PHONE
304-258-8570

JOB OPENING

**THE MORGAN COUNTY ASSESSOR'S OFFICE IS NOW ACCEPTING APPLICATIONS FOR AN
OUTSIDE DATA COLLECTOR/APPRaiser
THIS IS A FULL TIME POSITION WITH BENEFITS**

EXPERIENCE IS REQUIRED
SALARY DEPENDING UPON EXPERIENCE

APPLICANT MUST BE APPROVED BY THE VALUATION COMMISSION IN CHARLESTON, WV

POSITION OBJECTIVE: INSPECT RESIDENTIAL/COMMERCIAL PROPERTIES TO ENSURE THAT THE PROPERTY RECORD REFLECTS CURRENT AND ACCURATE PROPERTY CHARACTERISTICS. REQUIRES ATTENTION TO DETAIL. STRONG MATH & COMPUTER SKILLS IS A MUST. VERIFY PROPERTY LOCATION BY ASSOCIATING INFORMATION FROM THE APPLICABLE FIELD DOCUMENT WITH THE TAX MAP. BE ABLE TO COMMUNICATE EFFECTIVELY WITH THE PUBLIC. ABILITY TO WORK PRIMARILY OUTDOORS IN ALL WEATHER CONDITIONS, GETTING IN AND OUT OF VEHICLE AND SIGNIFICANT WALKING. ABILITY TO WORK INDEPENDENTLY OR COLLABORATE WITH TEAM MEMBERS.
MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND HAVE A CLEAN DRIVING RECORD

QUALIFICATIONS: HIGH SCHOOL GRADUATE, PRIOR REAL ESTATE AND/OR APPRAISAL EXPERIENCE, ABILITY TO READ AND UNDERSTAND GEOGRAPHY INFORMATION SYSTEM (GIS), PROPERTY MEASUREMENT EXPERIENCE, FAMILIARITY WITH ANDROID OPERATING SYSTEMS, COMPUTER KNOWLEDGE REQUIRED, STRONG DESIRE TO LEARN AND GROW IN THE REAL ESTATE APPRAISAL FIELD

MASS APPRAISAL COLLECTION TRAINING IS PROVIDED AND REQUIRED

PLEASE BE ADVISED THAT THE APPLICATION PROCESS WILL INCLUDE YOUR CONSENTING TO A BACKGROUND CHECK

**APPLICATIONS ARE AVAILABLE VIA WEB SITES BELOW OR
YOU MAY CALL THE ASSESSOR'S OFFICE & REQUEST ONE BE MAILED TO YOU – 304-258-8570**
www.morgancountywv.gov OR <http://morgan.wvassessor.com>

APPLICATIONS MUST BE SUBMITTED BY APRIL 14, 2023
INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATIONS TO
77 FAIRFAX STREET, ROOM 103, BERKELEY SPRINGS, WV 25411
ATTN: DEBBIE WEAVER

OR
dweaver1@assessor.state.wv.us
EQUAL OPPORTUNITY EMPLOYER