

## *OIL & GAS CLERK/ DATA COLLECTION*

The Stafford County Appraiser's Office is looking for a full-time Oil & Gas / Data Collector. This position's starting wage is dependent upon qualifications, and includes county benefits options such as health insurance, sick leave, vacation, retirement (KPERs) and more. The person chosen for this position will be required to comply with all state statutes, County, and departmental policies and procedures.

Must be at least 18 years old with valid driver's license, high school diploma or equivalent

- Physical requirements (if helping out in field):
  - May be working outside for extended periods of time.
  - Must be able to walk for extended periods over many types of uneven terrain.
  - Must have the ability use good judgement when dealing with the public.
  - Read and use tape measure
  - Navigate the entire county using supplied maps.
  
- Technical requirements:
  - PROFICIENT COMPUTER SKILLS REQUIRED: Must demonstrate ability
  - MS OFFICE: Competently work with MS Excel and Word
  - Must be able to sit at a desk for extended periods, twist, reach, type on a keyboard, answer a phone, and operate general office equipment
  - Must have excellent time-management skills due to strict statutory deadline requirements
  - Must be able to work unsupervised
  - Translate and enter data in Orion Program
  - Set value and process appeals for Oil & Gas in the CIC program
  - Assist with seasonal analysis, appeals, valuation, field inspection, etc.
  - Be flexible, possessing the ability to switch tasks as needed/requested
  - Communicate in a professional manner, both in person and over the phone
  - Must have a valid driver's license in good standing
  - Prior experience is not required. Training/classes are mandatory with transportation/meals/lodging provided
  - Applicant must pass within 3 years, IAAO 101 (Fundamentals of Real Property Appraisal) and IAAO 102 (Income to Valuation) in addition to classes provided by PVD (Property Valuation Division)