

TITLE: FIELD INSPECTOR
DEPARTMENT: ASSESSOR'S OFFICE
UPDATED: January 18, 2024
STATUS: FULL TIME (X) PART TIME ()

DISCRIPTION OF DUTIES

This is to advise that the position of full time Field Representative is now available in the office of the Tax Assessor. The Job Description and Qualifications are as follows:

QUALIFICATIONS:

- A working knowledge or willingness to be trained on BRT Power CAMA computer systems, operations, and applications.
- Willing to physically inspect and collect real property valuation data for ad valorem taxation purposes utilizing the BRT Power CAMA system.
- Must be familiar with residential and commercial styles and methods of construction.
- Ability to assist in the preparation for hearings and testify before the Ocean County Board of Taxation or New Jersey Tax Court when data related testimony is required.
- Required to possess a driver's license valid in New Jersey.
- Ability to utilize Microsoft Word, Excel and Outlook email computer programs.
- Ability to supervise the establishment and maintenance of records and files.
- Ability to analyze and interpret financial and other data.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to understand, remember and carry out oral and written directions.
- Ability to complete assigned clerical tasks and adhere to prescribed routines of various complexity with minimal supervision.
- Ability to work effectively with associates, officials, and members of the public concerned with the work of the department.
- Ability to make arithmetic calculations and tabulations.
- Knowledge of office methods, practices, routines, machines, equipment, and of the internal organization after a period of training.
- Ability to independently gather, compile, and report on data.
- Ability to work with minimal supervision.

EXAMPLES OF WORK:

- Must physically inspect properties on site for the construction of additions, alternations, swimming pools, new building construction, etc. for tax assessment purposes.
- Collects all relevant data of completed/partially completed structures and improvements by physically measuring them at the site and submits completed work so the collected data can be encoded into the BRT Power CAMA computer systems to value the structure for tax assessment purposes.
- Checks property sales to aid in determination of market value.
- Inspects properties to determine accuracy of property record card data.
- Conducts field inspections to determine value of property damaged by fire or any other structures that have suffered material depreciation.
- Photographs properties as needed or updated and attaches photo to the BRT Power CAMA computer system

EDUCATION REQUIREMENTS

High School Diploma or equivalent

Valid NJ driver's license

SUPERVISION

Reports to:

Assessor

Township Administrator