Employer: Tyler Technologies

Job Title: Property Data Collector, Reassessment Services

Work Location: Mercer County Court House with Travel within

Mercer County during the workday

Hours of Work: 40 hrs./wk. Monday - Friday

Pay Range: $16.00 - $18.00 Entry Wages

Benefits Available: Full Medical and Insurance Benefits Package; PTO, Merit based pay increases and more

Responsibilities

- Analyze and verify images and data of residential/agricultural properties to ensure that property records reflect current and accurate property characteristics.
- List or update information on property records as needed.
- Drive to property locations, getting in and out of vehicle. Physically walk around and examine all buildings to determine required property characteristics on various residential properties.
- Measure and inspect exterior of residential/agricultural buildings. Accurately record property characteristics, square footage, angles, sketches, and dimensions on appropriate field documents and/or mobile devices.
- Take clear digital images of properties including specified parcel improvements if required.
- Update data on the physical condition of buildings.
- Maintain personal production records in alignment with productivity targets. Complete logs and control forms and required documentation as required.
- Communicate effectively with the public to share the purpose of our visit to their property, inquiries about the interior of the property, addresses questions, etc. Professionally represent Tyler Technologies and the client to property owners and other members of the public handling field questions and complaints in a courteous manner and escalates to their supervisor as appropriate.
- May assist in the training of new Residential Data Listers.

Qualifications

- Strong desire to learn and grow in the real estate appraisal field.
- High School graduate or equivalent work experience.
- One-year residential data collection and property measurement experience preferred, but not required.
- **Must be able to travel to properties in assigned project area for the majority of the workday and provide reliable transportation and carry full insurance on the vehicle driven to perform job.**
- Solid problem-solving skills.

- Good organizational skills including attention to detail with the ability to capture and record accurate and comprehensive properties details.
- Ability to work independently or collaborate with team members.
- Spatial ability to read maps and locate a physical location on a map.
- Ability to visualize floor plan footprints based on three-dimensional buildings.
- Good math skills to calculate square footage, ratios, and similar functions.
- Basic computer experience is preferred

To Apply please go to:

[Tyler Technologies Careers - Property Data Collector, Reassessment Services (jobvite.com)](jobvite.com)