

Pendleton County Assessor's Office

Help Wanted

Outdoor Field Data Collectors/ Appraiser

**Hiring one full time and one part time
(full time optional) positions**

Work Hours: Monday- Friday 8:30 a.m. - 4:30 p.m.

Not required to be a West Virginia resident to apply.

Primary duties will include visitation of real property, verification and review of data correspondence with land owners, and assisting with collecting new construction, and office duties, must have a valid driver's license. Applicants must be able to take and pass the BAT and Data Collecting classes required by the WV State Tax Department. Applicants must have a good personality, well organized, motivated, basic computer skills, able to read a measuring tape, able to walk some distance and enjoy the great outdoors while visiting with the Pendleton County community.

The successful applicant is hired as a "at will" employee.

Starting salary will be based on knowledge and experience.

Benefits will include Medical and Dental Insurance, Public Employees Retirement System.

Applications accepted from March 3 through March 21.

Please obtain application by stopping in our office or emailing Sandie Smith at ssmith3@wvassessor.com.

Questions call 304-358-2563 ask for Sandie or Kim.

*Pendleton County Assessor's Office Provides
Equal Employment Opportunity*