Job Posting

The Town of Bellmont is seeking a qualified individual for the temporary position of Data Collector. The individual will be responsible for collecting data of real property throughout the Town of Bellmont.  On the job training will be provided for professional and independent workers.

Duties will include but are not limited to:
-Measuring homes, outbuildings, and commercial properties.
-Filling out property record cards for the information collected and drawing sketches of the property.
-Calculate the square footage of buildings.
-Take photographs of properties, download them to a computer and organize the photos.
-Read maps and locate properties throughout the Township.
-Input data into the NYS property assessment program.

Qualifications include but are not limited to:
-Possession of a Valid Driver’s License and dependable transportation.
-Independent self-motivated worker.
-Work with the public in a calm and professional manner.
-Good knowledge of basic mathematics.
-Good knowledge of building materials and construction.
-Good observation and mental alertness.
On the job training will be provided.  The person selected for the position will have to provide their own transportation and will be reimbursed mileage for work related travel.  To apply for the position, please mail your resume and letter of interest to Robert Ball, Town of Bellmont, PO Box 35, Brainardsville, NY 12915.

Robert B. Ball, IAO
Sole Assessor for the Towns of:
Wilna, Martinsburg, Lewis, Louisville, Burke, Bellmont, Chateaugay, and Constable
Zoning Officer for the Town of Hounsfield
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