

NOTICE

WYOMING COUNTY ASSESSMENT OFFICE

Job Opening

October 24, 2025

POSITION: FIELD ASSESSOR/DATA COLLECTOR

STARTING PAY \$16.00¹ / HR AS OF January 1, 2025- 35 HOUR WEEK

KNOWLEDGE OF REAL ESTATE PREFERRED

Requirements for the Position

The following qualifications are mandatory for applicants seeking employment in this role:

- Possession of a valid Pennsylvania driver's license.
- High school diploma or equivalent educational attainment.
- Minimum age of 18 years.
- Residency in the Commonwealth of Pennsylvania for at least six months prior to application.
- Under the discretion of the Chief Assessor, the candidate must obtain certification as a "Certified Pennsylvania Evaluator" within three years of employment.
- Ability to sit, stand, walk, and drive intermittently throughout the workday, with occasional periods of stooping, bending, twisting, and reaching to perform essential duties.
- Strong attention to detail and the ability to maintain focus during work tasks.
- Effective communication skills to record, convey, and present information, explain procedures, and follow instructions accurately.
- Proficiency in speaking and understanding English to perform job functions effectively.
- Initiative, problem-solving skills, and the ability to collaborate effectively with colleagues and government personnel.
- Willingness to utilize a personal vehicle for fieldwork if county vehicles are unavailable.

Additional Responsibilities

Employees will be engaged in various assessment-related activities, including:

- Interacting with the public regarding assessment matters.
- Operating all necessary office equipment.
- Utilizing Windows-based programs for archiving assessment data.
- Assisting in the creation and duplication of tax-related documents, including GIS data maps.
- Performing other duties as assigned by supervisors.

Core Duties and Certification

The primary responsibilities involve measuring, drawing, and appraising residential properties within Wyoming County for ad valorem tax purposes, under the supervision of the Chief Assessor, Chief Deputy Assessor, or the Chief Residential Field Assessor.

1. Upon successful completion of the Certified Pennsylvania Evaluator (CPE) exam, a salary increase of \$1,500 (pro-rated) will be applied to the annual salary.

The CPE certification requires 90 hours of classroom instruction in assessment-related fields and passing a comprehensive exam administered by the State Board of Certified Real Estate Appraisers. Recertification occurs biennially, requiring 28 hours of instruction, including 7 hours on Universal Standards of Professional Appraisal Practice and 2 hours on Act 28, the Assessors Certification Law. (subject to change)