

NOTICE
(As of September 8, 2026)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

Data Collector

<u>Compensation</u>		
<u>Title</u>		<u>Salary</u>
Data Collector	(2026)	\$48,996.01-\$53,885.31

The above title is classified as a competitive position and does require a competitive examination under Civil Service Law.

Location:

Town of Rotterdam Assessor's Office

Qualifications:

See attached Civil Service Job Description.

Permanent appointment to positions in Schenectady County is contingent upon the successful completion of a criminal background check. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://www.rotterdamny.org/whats-new/employment-opportunities>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **Tuesday, September 22, 2026**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc: **Town Supervisor**
 Town Board
 Town Clerk
 Comptroller
 CSEA President
 All Departments

Post this notice in all Town Buildings and Departments



DATA COLLECTOR (TOWN)

Job Specification #: 3287
Classification: Competitive
Adopted CSC: 07/21/26

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a Town Assessor's office and involves the responsibility for performing Inspections, gathering, and recording data for tax assessment purposes, and verifying information on appraisal records. The incumbent works under the close supervision of the Assessor. The incumbent performs other duties as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

- Makes field investigations and surveys of real and personal property to verify or note differences existing on appraisal records;
- Measures buildings and draws building diagrams into the computer program;
- Records data in the computer assessment program;
- Calculates the area of the structure based on own measurements and using construction blueprints;
- Records the physical features of properties;
- Judges construction quality based on field observation of structural detail;
- Makes field investigations and surveys and assembles basic data for valuation purposes for use by appraisers or supervisors for appraisal purposes;
- Inspects land parcels and records characteristics including size, shape, topography;
- Uses computer terminal to update appraisals, assessment roll, and other records;
- Prepares maps, appraisal cards, building permits and tagged accounts for field assignments;
- Photographs, downloads and attaches digital photos to appropriate assessment records;
- Scans and attaches documents to appropriate assessment records;
- Verifies activity reports for accuracy;
- Reports findings to appraisers or supervisors for final value decisions;
- Alerts appraisers to discrepancies and significant found structures for a complete appraisal;
- Collects and records property, sales data in person and in the field by letter or by telephone;
- Reviews deeds and other property records to extract pertinent information;
- May assist the assessor with all assessment grievance activities, including minor court proceedings and preparation of dense of roll;
- May assist the assessor in consulting the public on general questions of assessed evaluation;
- May screen exemption applications for eligibility and update exemption records;
- Answer phones and questions and give information regarding assessment data,;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office practices, procedures and techniques; basic knowledge of English composition, spelling and grammar; knowledge of general record keeping practices; knowledge of modern office equipment; ability to learn quality of construction and to detect structural and other faults; ability to write legibly; ability to write routine and concise reports and correspondence; ability to apply basic concepts of algebra and geometry; ability to apply common sense in carrying out instructions furnished in written, oral and diagram form; ability to establish and maintain effective working relationships with other staff and the public With emphasis on being a team player and providing excellent customer service; ability to utilize all resources to gain knowledge and provide accurate information to the public; ability to establish and maintain effective working relationship with the public, municipal officials and the Assessment Review Board; ability to compile data using computer software; work at a computer terminal for long periods of time.

MINIMUM QUALIFICATIONS:

- A) Possession of a bachelor's degree* and one (1) year of experience in an occupation involving the valuation of real property, such as Appraiser, Real Property Appraiser, Real Estate Broker or agent, Real Property Appraisal Aide, or comparable position; OR
- B) Possession of an associate's degree* and three (3) years of experience involving the valuation of real property such as Appraiser, Real Property Appraiser, Real Estate Broker or agent, Real Property Appraisal Aide, or comparable position; OR
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience involving the valuation of real property such as Appraiser, Real Property Appraiser, Real Estate Broker or agent, Real Property Appraisal Aide, or comparable position.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT

- Possession of a valid NYS driver's license and must maintain license throughout the duration of employment.

NOTE: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.