



Maine Assessment & Appraisal Services

Job Title:	Real Estate Lister/Data Entry Clerk	Job Category:	Real Estate Assessing/Appraisal
Department/Group:	Municipal Revaluation	Job Code/ Req#:	Field Appraiser/Office Clerk
Location:	Main Office Dixmont & Various Towns Statewide	Travel Required:	Travel required; Company vehicle supplied for full time employees
Level/Salary Range:	Starting \$22 Hr., IRA, Production Bonuses for full time. Seasonal per parcel listing/ data entry \$15/\$10 available	Position Type:	Full time preferred but seasonal per parcel list/data entry available
HR Contact:	Garnett Robinson	Date Posted:	03/14/2024
Will Train Applicant(s):	Will train applicants	Posting Expires:	When filled

Internal Posting URL: <https://maineassessment.com>

Applications Accepted By:

E-MAIL, WEBSITE

E-Mail: garnett@maineassessment.com
Website: maineassessment.com

MAIL:

Maine Assessment & Appraisal Services, Inc.
Company Name
Dixmont, ME 04932
Ph: (207) 234-2822

Job Description

ROLE AND RESPONSIBILITIES

Looking for motivated self-starter, detail oriented, capable of working independently meeting property owners, measuring, listing and photographing residential, commercial and industrial properties for Ad Valorem Real Estate appraisals and data entering land and building data into Mass Appraisal Real Estate Systems.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum of High School Diploma, Clean Driver's License, and clear Criminal Record. Prefer previous construction background but someone capable of learning construction materials, quality of construction and basic drafting/site plan review.



PREFERRED SKILLS

Computer processing (Excel, Word, Winsketch), basic map reading skills (Tax Maps, Road Maps, Surveys, Google Earth) with good note keeping skills. This position requires extensive contact with the general public and applicants be supplied company shirts, hats, vest, jackets and name/photo badges and will maintain a neat appearance during property and site visits.

ADDITIONAL NOTES

Must live within 45 minutes of Dixmont . Must be able to travel and stay at various job sites on occasion seasonally. Company Vehicle or paid mileage, Room/Board and Meals provided when traveling.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time