

Harrison County Assessor's Office – Employment Opportunity

Position: Deputy Assessor / Real Estate Data Collector–Appraiser

The Harrison County Assessor's Office is seeking qualified applicants for the position of Deputy Assessor / Real Estate Data Collector–Appraiser. This is a full-time position offering a competitive salary, excellent benefits, and the opportunity to serve the community through accurate and equitable property assessment.

Key Responsibilities:

- Conduct field inspections of residential, commercial, and agricultural properties.
- Measure, sketch, and document real estate for assessment and appraisal purposes.
- Collect, verify, and maintain property data using assessment software and digital tools.
- Assist with property tax appeals, exemptions, and assessment-related inquiries.
- Analyze sales and market data to support fair and equitable property valuations.

Qualifications:

- Valid driver's license and reliable transportation required.
- Ability to exit a vehicle and traverse various terrain, including uneven ground and stairs, in all weather conditions, as an essential function of field inspections.
- Prior experience in real estate, property appraisal, or municipal assessment preferred.
- Associate's degree or higher preferred; equivalent experience will be considered.
- Strong mathematical, written, verbal, and computer skills required.
- Knowledge of CAMA (Computer Assisted Mass Appraisal) systems is a plus.
- Willingness to obtain any required certifications or training.

Benefits:

- Health, dental, and vision insurance
- Participation in county/state retirement plans
- Paid leave and holidays

To Apply:

Submit a resume and cover letter by email to aferree@harrisoncountywv.com, by mail, or in person at:

Harrison County Assessor's Office

229 S. Third Street
Clarksburg, WV 26301

Position open until filled.

Harrison County is an Equal Opportunity Employer.