BOARD OF ASSESSMENT APPEALS
OF MIFFLIN COUNTY

20 North Wayne Street
Lewistown, PA 17044

Phone: 717-248-5783
Fax: 717-242-5465
Hours: M-F 8:00 a.m. - 4:00 p.m.

COMMISSIONERS
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Gene A. Bowersox, CPE
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SOLICITOR
BMZ Law

JOB POSTING

Office: **Mifflin County Tax Services Department**

Position: **Certified Field Assessor**

Pay Grade: **7 - $20.81**

Duties: **Attached**

Posted: **November 2, 2026**

Deadline for Applications: **Open until filled**

Employees who wish to apply for the vacancy shall indicate in writing and submit to the Commissioners' Office or Tax Services Department by the deadline listed above.

All others, please submit a resume and application to either of the offices listed above.

Mifflin County
Position Description

Position Title: Field Assessor

Department: Tax Service

Date: February 21, 2018

Reports to: Director of Tax Services

Purpose of Position

The purpose of this position is to perform field inspections of real estate and ensure that accurate and updated information and values are added to the ad valorem tax system.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

Performs field inspections on new construction; additions to existing properties and vacant land on a daily basis.

Performs preliminary calculations and completes field sheets with complete information on properties to satisfy guidelines.

Examines appeal information and may represent the Assessment Office at Tax Appeal hearings.

Maintains and reviews building and mobile home permits and revises records.

Enters information into database, computes, values and prepares appropriate documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in property appraisal and one to two years experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Will receive required training to obtain current license from the State Board of Appraisal as a Certified Pennsylvania Evaluator and maintenance of certification as required by the state. Must obtain this certification within one-year of date hired.

Proficient in word processing, general data entry software and knowledge of software necessary to function in the assessment office such as ArcView and spreadsheets.

Physical Requirements

Ability to operate motor vehicle and walk rough terrain.

Ability to operate a variety of office equipment including computer, calculator, typewriter, telephone, etc.

Mathematical Ability

Ability to use Computer Aided Design software to prepare residential drawing, digital camera and imaging systems.

Ability to add, subtract, multiply, divide, calculate decimals, percentages and ratios; knowledge of basic principles of algebra and geometry.

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents valuation service manuals, appeal forms and appraisals both residential and commercial.

Ability to use prescribed formats and conforming to all rules of procedure, punctuation, grammar diction and style.

Ability to communicate effectively with the property owners, general public, elected and court officials in a cordial and tactful manner both verbally and in writing.

Environmental Adaptability

Ability to perform outdoor work year-round and in a variety of environments and terrains including construction and industrial sites, mountain and farm land, flood and other disaster areas.

Ability to work effectively in an office, computer and Internet environment.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.