



GOVERNMENT OF TRINIDAD AND TOBAGO

MINISTRY OF FINANCE, VALUATION DIVISION

CONTRACTUAL POSITION –

JOB DESCRIPTION

JOB TITLE: FIELD ASSESSOR

JOB SUMMARY:

The incumbent is responsible for work of a technical nature relating to valuation of properties. An employee in this class collects data relating to properties and makes assessments of the value of buildings and other improvements based on standards fixed for the area, in the less complex valuation exercises. Duties involve visiting the various properties to collect data and interviewing persons concerned.

KEY RESPONSIBILITIES:

- Identifies parcels of land from owners' returns and ward sheets; visits area to determine whether the land conforms in shape, size or topography with the standard for use in the area or determine what variation to the standard should be used.
- Interviews owners of properties and records information concerning location and description of property, owner's name and address, area of land, proximity to community facilities and other existing conditions which would affect value of property and records any modifying factors.
- Notifies appropriate authority of parcels of land not appearing on ward sheets and supplies relevant data concerning such land.
- Inspects parcels of land sold, describes the land and improvements and estimates the cost of improvements according to the standard in use for the area.
- Undertakes the less difficult assessments relating to the value of buildings of reference to the Division's Building Cost Index.
- Submits information collected in approved form to Head Office.
- Keeps records of visits made and work completed
- Performs related work as may be required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of the practices and methods used in evaluating property.
- Ability to express ideas clearly and to deal tactfully with members of the public.
- Ability to establish and maintain effective working relationships with associates and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

Training as evidenced by a General Certificate of Education, Ordinary Level, or its equivalent, with passes in five subjects, two of which must be English Language and Mathematics. Technical Drawing and Geography will be an asset, supplemented by successful completion of an in-service training course in valuation subjects.