



City of Ames Residential Data Collector

SALARY	\$19.33 - \$37.49 Hourly	LOCATION	50010, IA
JOB TYPE	Temporary	JOB NUMBER	25-RDC-01
DEPARTMENT	City Assessor	OPENING DATE	09/16/2025
CLOSING DATE	9/26/2025 5:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames has an exciting opportunity for two Residential Data Collectors to join the City Assessor's Office!

These are temporary positions, not benefit or paid leave eligible, interested candidates can expect a 1 year term, 40 hours per week.

Under the general supervision of the City Assessor, the Residential Data Collectors will collect data on residential properties and perform other duties as assigned.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete and accurate responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Examples of Essential Job Functions

- Performs onsite inspection of existing structures;
- Document and/or verifies information regarding physical characteristics of improved and/or unimproved residential properties including square footage, quality of property, improvements to utility systems, etc;
- Meets with property owners to review and/or correct property characteristics, collect and document evidence
- Analyzes inspection data and makes appropriate changes to existing records and assessments;
- Reads and interprets blueprints and plats;
- Answers information requests from property owners regarding the general assessment process;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Performs related work as required.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: High school diploma or equivalent required. 1-3 years of experience in an assessor's office or similar field is preferred.

Licenses and Certificates: Valid driver's license is required.

Knowledge, Skills, and Abilities: Knowledge of Microsoft Office programs, including but not limited to Outlook, Excel, Word; or equivalent software programs.

Skill in accuracy and detail when completing various paperwork and data entry. Skill in following statutory laws, policies, and office procedures when addressing the public. Skill in learning new concepts within the principles and practices of real estate appraisal, laws and ordinances pertaining to the assessment of real estate.

Ability to drive a motorized vehicle to various locations to measure and list property as assigned by the assessor. Ability to read, analyze and interpret general business periodicals or correspondence, and procedure manuals. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to work as a team with other co-workers to address the needs of the staff and public. Ability to develop and use empathetic listening skills, communicate with clarity and maintain an attitude that conveys respect, honesty and resourcefulness.

Supplemental Information

Physical and Environmental Characteristics:

General Physical Characteristics: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is frequently required to stand, walk, use hands to finger, handle or feel objects tools or controls; reach with hands and arms; climb or balance; stoop, kneel crouch or crawl. The employee is occasionally required to lift and/or move objects up to 25 pounds.

Vision Requirements: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

Environmental Conditions: The noise level in the work environment is usually low but at times may be moderate. Due to the nature of the office function, there may be times when the employee will be under stress from external sources. Occasionally it may be necessary to work beyond a traditional workday including weekends. Some work may be performed outdoors in hot and/or cold conditions.

Equipment: Computer hardware such as keyboard, monitor, printer, etc. Computer software such as Vanguard, word processing, spreadsheet, internet, database, etc. Reference materials. Motorized vehicle operation. General office equipment such as writing utensils, files and file cabinets, telephone, copy machine, etc.

Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; hiring assessment; on-site interview, which will include a manager meeting and mathematical exercise; completion of reference checks and a criminal background check, which includes a sex offender registry check and motor vehicle record check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 6 months.

Depending on the number of qualified candidates, the City may fore-go phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:

<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

City of Ames

515 Clark Ave

Phone

515-239-5199

Ames, Iowa, 50010

Website

<http://www.cityofames.org/jobs>

Residential Data Collector Supplemental Questionnaire

*QUESTION 1

These are temporary positions, not benefit or paid leave eligible, interested candidates can expect a 1 year term, 40 hours per week. Are you able to work this schedule and Is this acceptable to you?

- ☐ Yes
☐ No

*QUESTION 2

Do you have a high school diploma, HiSet, or G.E.D.?

- ☐ Yes
☐ No

*QUESTION 3

Will you have a valid driver's license at the time of hire?

- ☐ Yes
☐ No

*QUESTION 4

Do you have 1-3 years of experience in an assessor's office or similar field?

- ☐ Yes
☐ No

*QUESTION 5

Please describe your experience in an assessor's office or similar field. Please include length of time

*QUESTION 6

Explain any experience you may have with data collection (i.e. measuring, recording observations, categorizing data etc.)

*QUESTION 7

Describe any customer service experience you may have. Can you describe a specific instance when you effectively resolved a customer issue or exceeded customer expectations?

* Required Question