



For Immediate Release March 27, 2026

## **LOOKING FOR**

### **FIELD DATA COLLECTOR**

The Putnam County Assessor's Office is looking to fill the position of field data collector. Position responsibilities include the listing, measuring, and collecting of real estate properties within Putnam County. Applicants must possess the qualities needed to assist the public and have a great attitude.

#### **General Duties Include:**

- Measuring homes & buildings
- Updating property data
- Listing new construction
- Listing property transfers
- Assisting property owners & holding informal reviews annually regarding property increases
- Use tablets for various programs to assist in capturing property data

#### **Benefits Include:**

- Paid Holidays
- Paid Vacation & Sick Leave
- Paid Lunch
- PEIA Insurance
- Set schedule Monday-Friday 8 am -4pm, No Weekends

**STARTING PAY: \$15.00 PER HOUR**

If you would like to work in in a great atmosphere, apply in person at the Putnam County Assessor's Office located at 12093 Winfield Rd Ste 1, Winfield, WV 25213.