Crawford County

ERIC S. HENRY
SCOTT T. SCHELL
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COUNTY COMMISSIONERS

Assessment Office

COURTHOUSE
MEADVILLE, PENNSYLVANIA 16335

JANET COURSON, CPE
CHIEF ASSESSOR

Telephone:
(814) 333-7302

JOB VACANCY

Posting Period:	October 19, 2026 until filled
Job Title:	Assessor Trainee
Location:	Crawford County Assessment Office, 903 Diamond Park Meadville, PA 16335
Classification:	Full Time – Non-Exempt, Union
Work Hours:	8:30 A.M. - 4:30 P.M. Monday-Friday (35H).
Essential Duties:	Work under the direction and supervision of Certified Pennsylvania Evaluators to review residential, commercial and industrial properties and update records to ensure data accuracy. Data collection requires extensive driving and walking in all weather conditions. Use software systems to record data and update mapping information. Evaluate deeds for UPI and SALDO compliance. Answer digital, phone, and in person questions regarding Assessment records and mapping. Other duties assigned as needed.
Qualifications:	Must be at least 18 years old with a high school diploma/GED. Ability to pass a criminal background check. Applicants must be licensed Pennsylvania drivers. Must be a PA resident for at least 6 months. Must be able to attend 4 weeks of CPE classes (various locations within Pennsylvania) and pass the state certification test within 1 year of completing the classes or within 3 years of hire date. Must be able to drive and walk long distances. Must be able

	to function in a high stress environment and communicate effectively with staff and property owners. Familiarity with real estate, GIS, and Microsoft applications preferred.
Pay:	$18.00 per hour per the SEIU Residual Contract, increase after certified.
Benefits:	Excellent benefit package.
How to apply:	Submit a cover letter, resume and county application to jcourson@co.crawford.pa.us or to Crawford County Assessment Office, 903 Diamond Park, Meadville, PA 16335 Applications are available in the Human Resources office or on the County's website: www.crawfordcountypa.net Late applications will not be accepted.