

**IMMEDIATE OPENING FOR  
DATA COLLECTOR/DATA ENTRY**

The Preston County Assessor's Office is seeking qualified applicants for the position of Data Collector/Data Entry.

**Duties:** Visitation of residential & commercial properties parcel by parcel for the purpose of verifying, collecting, and recording data.

**Qualifications:** Experience in appraising and/or real estate would be helpful. Must have general knowledge of Preston County, be able to meet and speak with property owners in a professional manner, and have good communication skills and basic computer skills. Walking and other physical activities are involved.

**Salary:** Minimum Starting Salary \$30,000, possibly more depending upon experience & knowledge.

Submit application, resume, daytime phone number, and three professional references in office, by fax or by email to [clkimble@prestoncountywv.gov](mailto:clkimble@prestoncountywv.gov), by January 30, 2025. You may also request an application at the above email. No phone calls please.

Preston County Assessor's Office  
David J. Nestor II, Assessor  
106 W. Main Street, Kingwood, WV 26537  
Fax: 304-329-1643