

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Board of Assessment  
Classified, GRADE 10  
40 Hour Week

### APPRAISER II

GENERAL STATEMENT OF DUTIES: Under general supervision, performs appraisal work at the journeyman level in appraising real estate for assessment purposes; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a multi-position, technical class requiring considerable experience in real estate appraisal. The work is performed under the supervision of the Assessment Supervisor and is authorized by the Board of Assessment.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLES OF WORK: (Illustrative only)

Inspect properties in the field to measure structures and collect data used in real estate appraisal, e.g. construction quality and condition of improvement, living or leasable area of improvement, site topography, etc.;

Conduct additional research in office, such as studying construction plans, investigating permitting and construction history of a parcel, or assisting the public with a variety of research issues;

Analyze results of research and employ them in making appraisals and resolving real estate appraisal and assessment issues;

Receive and investigate complaints about property assessments, make reappraisals when necessary, and submit recommended course of action to supervisor;

Prepare defense and defend contested assessments before the Board of Assessment and the state courts;

Assist in training novice appraisers

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of real estate appraisal; good knowledge of state statutes and local ordinances pertaining to property assessment; good knowledge of social and economic forces affecting local real property values; good knowledge of national, regional and local trends affecting urban development; considerable skill in dealing tactfully and courteously with property owners and the general public; good knowledge of personal computers and assessment-related software; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school curriculum and diploma (or GED); two years of experience in real estate appraising; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of residential or general certification as a real property appraiser by the State of Delaware; possession and retention of valid motor vehicle operator's license issued by the State of Delaware. A good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

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Employee Acknowledgment

Eff. 07/01/03

Rev. 07/01/05