

## KENT COUNTY POSITION DESCRIPTION

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

Board of Assessment  
Classified, Grade 11  
40 Hour Week

### APPRAISER III

GENERAL STATEMENT OF DUTIES: There are two possible tracks for this position: 1) *Individual property specialist*. Under administrative direction, performs most complex, advanced level real estate appraisals for county assessment purposes and provides technical support and coordination of Appraisers I and II; perform related work as required; 2) *Mass appraisal specialist*. Under administrative direction, develops and applies regression-based and other types of valuation models to large groups of properties; performs tests using statistical software to evaluate the validity of the models; provides technical support and coordination of Appraisers I and II; performs related work as required. Individual property and mass appraisal specialists are expected to have basic familiarity with each other's discipline and to assist each other as necessary.

DISTINGUISHING FEATURES OF THE CLASS: This is a multi-position, technical class requiring extensive experience in real estate appraisal and either 1) for individual property specialists, general certification as a real property appraiser by the State of Delaware, *OR* 2) for mass appraisal specialists, residential or general certification as a real property appraiser by the State of Delaware, successful completion of Courses 300 and 311 of the International Association of Assessing Officers, and successful completion of an examination in mass appraisal statistical analysis administered by the Board of Assessment. The work is performed under the supervision of the Assessment Supervisor and is authorized by the Board of Assessment.

EXAMPLES OF WORK: (Illustrative only)

Inspection and appraisal of more difficult and complex properties, e.g. unique residential properties, commercial, industrial, and business enterprise properties such as hotels and golf courses, and vacant development parcels;

Conduct all field and office research necessary to perform such appraisals and to assist property owners and the public;

Collect and analyze operating statements and other data submitted by owners of income-producing properties and apply them to real estate appraisal problems;

Collect, analyze and input sale data into a statistical software program, and use software and market knowledge to develop valuation models to be applied to homogeneous groups of properties;

Select and apply statistical tests to be used in refining the valuation models;

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

Defend contested assessments before the Board of Assessment and state courts;  
Assist in the review and supervision of the work of lower-level appraisers.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of the principles and practices of real estate appraisal; thorough knowledge of state statutes and local ordinances pertaining to property assessment; thorough knowledge of social and economic forces affecting local real estate values; thorough knowledge of national, regional and local trends affecting urban development; considerable skill in dealing tactfully and courteously with property owners and the general public; thorough 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); four 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:** For individual property specialists: possession and retention of general certification as a real property appraiser by the State of Delaware; for mass appraisal specialists: possession and retention of residential or general certification as a real property appraiser by the State of Delaware, and completion of course and examination requirements detailed above. 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

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