

KENT COUNTY POSITION DESCRIPTION

Board of Assessment
Classified, GRADE 9
40 Hour Week

PROPERTY SPECIALIST III

GENERAL STATEMENT OF DUTIES: Performs administrative work, conducts research, makes analyses, and serves in a liaison capacity between the supervisors and staff; coordinates with County departments and row offices in fulfilling their tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a single position class requiring considerable knowledge of the legal interests in real estate and the attributes of all conveyancing instruments, as well as the basic function of all elements in the assessment process. Employee must have ability to analyze and interpret data; ability to input and extract data from computers and set up files. The work is performed under the direction of the Property Specialist Supervisor or the Assessment Supervisor and 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; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; 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 preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

Perform research or communicate with attorneys, title searchers and others as necessary to resolve errors and uncertainties in real estate conveyancing instruments;
Maintain thorough knowledge of deeds and wills and ability to research the history of each utilizing file copies or database management;
Operate computer terminals, printers, word processor, and other office equipment as required;
Maintain capitation file with address changes, additions, or deletions;
Provide administrative or supervisory assistance to supervisors;
Assist in calculating roll-back assessments for agricultural parcels;
Work with other office personnel in assisting the public;
Perform general office duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of procedures, forms, legal terminology, laws and regulations applicable to real estate; ability to establish and maintain effective working relationships with coworkers, supervisors and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D., preferably supplemented by college level courses in business administration with at least three years experience in assessment office procedures; or any equivalent combination of acceptable education and experience which provide the knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

REV. 12.10.91

REV. 7/1/94

REV. 08/00

Rev. 07/01/03

Rev. 07/01/06