

KENT COUNTY POSITION DESCRIPTION

Board of Assessment
Classified, GRADE 8
40 Hour Week

PROPERTY SPECIALIST II

GENERAL STATEMENT OF DUTIES: Performs specialized/technical data entry and other record maintenance work requiring knowledge in assessment, deed records, and building permits; coordinates with County departments and row offices in fulfilling their tasks; does related work as required.

DISTINGUISHING FEATURES OF CLASS: Employee is responsible for maintaining accurate records in computer database from a variety of technical records such as property records, deeds and wills. 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)

Enter data from deeds and other records into permanent assessment records;
Input and extract assessment data from computer terminal for research and update;
Value and input new parcels created by major and minor subdivisions and by combinations and splits;
Value and input revisions made to existing parcels by new surveys;
Receive, organize, distribute and track building permits;
Maintain accurate records regarding property ownership;
Review complex information and conduct research for verification;
Compute real estate sale prices using data extracted from deeds;
Receive telephone calls and supply routine information, or refer calls to proper party;
Assist the public in researching property information and completing tax exempt forms;
Investigate claims made on exemption applications when necessary;
Perform general office duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to perform complex tasks involving deeds, wills, surveys, and property records; ability to prepare written reports from records; ability to make independent decisions in accordance with regulations and policies, ability to perform

accurate mathematical computations; good judgment and courtesy; good knowledge of office terminology, procedures, and equipment; working knowledge of personal computers and pertinent applications; ability to handle complaints and difficult public contact situations; 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. with one to three years experience in assessment; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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

Employee Acknowledgment

Rev. 12/91

Rev. 07/94

Rev. 08/00

Rev. 07/01/03

Rev. 07/01/06