

## KENT COUNTY POSITION DESCRIPTION

Board of Assessment  
Classified, Grade 7  
40 Hour Week

### PROPERTY SPECIALIST I

GENERAL STATEMENT OF DUTIES: Performs various duties of a technical/clerical nature relating to property records; coordinates with the County department and row offices in fulfilling their tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employee performs data entry, research, and clerical duties of a technical nature pertaining to property and related office tasks requiring the exercise of judgment. 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 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; visual acuity is required for preparing and analyzing written or computer data, 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)

Receive information from a variety of sources and make required database changes;  
Enter data from deeds and other records into permanent assessment records;  
Input and extract assessment data from computer terminal for research and update;  
Maintain accurate records regarding property ownership;  
Review complex information and conduct research for verification;  
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;  
Perform general clerical and office duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of office terminology, procedures, and equipment; basic math and English skills; ability to understand and follow oral and written instruction; ability to sort and file numerically, geographically and alphabetically ability to write legibly; clerical and technical aptitude; 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 course work or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination and typing test administered by the Kent County Personnel office. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

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Employee Acknowledgment

Rev. 12/91

Rev. 07/94

Rev. 08/00

Rev. 07/01/03

Rev. 07/01/06