

KENT COUNTY POSITION DESCRIPTION

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

Department of Finance
Assessment Office
Classified, Grade 11
40 Hour Week

APPRAISER

GENERAL STATEMENT OF DUTIES: Performs most complex, advanced level real estate appraisals for county assessment purposes; 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 Assessors I, II and III; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for real estate assessment or appraisal with residential or general certification as a real property appraiser issued by the State of Delaware. The work is performed under the supervision of the Assessment Supervisor.

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 balancing, crouching, crawling, stooping, climbing, fingering, feeling, grasping, handling, pulling, pushing, reaching, 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; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE 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;

Review work product of assigned assessment personnel for both routine assessments and taxpayer challenges of assessments;

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 Review and state courts;

Assist in the review and supervision of the work of less experienced appraisers and assessors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the principles and practices of real estate appraisal and assessment; 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 EDUCATION: 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: Possession and retention of residential or general certification as a real property appraiser by the State of Delaware. Possession and retention of a 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. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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