

KENT COUNTY POSITION DESCRIPTION

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

Department of Finance
Assessment Office
Classified, GRADE 9
40 Hour Week

ASSESSOR II

GENERAL STATEMENT OF DUTIES: Performs work of a complex nature in the collection of property data and assessment of real estate for government taxation purposes; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for technical work in real estate and assessment with a commitment to become a Licensed Assessor. The work is performed under the supervision of an Appraiser or the Assessment Supervisor.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, walking, 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; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

Inspect properties in the field to measure structures and collect data used in real estate assessment, e.g. construction quality and condition of improvement, living or leasable area of improvement, site topography, etc;
Conduct additional research in office, such as studying construction plans, investigating permitting and construction history of a parcel, or assisting the public with a variety of research problems;
Research sales of real estate and update computerized sales file with information obtained;
Attend training classes and/or appraisal courses as required by supervisor;
Under close supervision, assess complex properties after undergoing sufficient training.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the

principles and practices of real estate assessment; good knowledge of state statutes and local ordinances pertaining to property assessment; good knowledge of social and economic forces affecting local real property values; good knowledge of national, regional and local trends affecting urban development; considerable skill in dealing tactfully and courteously with property owners and the general public; good 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) with a minimum two years of experience in real estate assessment and substantial completion of training or coursework required to achieve an Assessor License issued by the State of Delaware; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must possess and retain an Assessor License issued 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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