

## KENT COUNTY POSITION DESCRIPTION

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

Department of Finance  
Assessment Office  
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:** Positions in this class are responsible for 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 Appraisal Systems Administrator or 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 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; 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 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 EDUCATION: 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. 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.

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Employee Acknowledgement

Eff. 10/01/07

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