

KENT COUNTY POSITION DESCRIPTION

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

Department of Finance
Assessment Office
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 THE CLASS: Positions in this class are 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 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, reaching, 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)

Enter data from deeds and other records into permanent assessment records;
Input and extract assessment data from computer terminal for research and update;
Input new parcels created by major and minor subdivisions and by combinations and splits;
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;
Compile 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;
Assist in calculating roll-back assessments for agricultural parcels;
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 EDUCATION: Completion of standard high school coursework or G.E.D. with one to three years experience working in an assessment office environment; 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. 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
Rev. 07/01/15