

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

PROPERTY SPECIALIST III

GENERAL STATEMENT OF DUTIES: Performs administrative work, conducts research, makes analyses, and serves in a liaison capacity between the supervisors and staff; 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 considerable knowledge of the legal interests in real estate and the attributes of all conveyancing instruments, as well as the basic function of all elements in the assessment process. Employee must have ability to analyze and interpret data; ability to input and extract data from computers and set up files. 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)

Perform complex research or communicate with attorneys, title searchers and others as necessary to resolve errors and uncertainties in real estate conveyancing instruments;
Maintain thorough knowledge of deeds and wills and ability to research the history of each utilizing file copies or database management;
Operate computer terminals, printers, word processor, and other office equipment as required;
Maintain capitation file with address changes, additions, or deletions;
Provide administrative or supervisory assistance to supervisors;
Work with other office personnel in assisting the public;
Perform general office duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of procedures, forms, legal terminology, laws and regulations applicable to real estate; ability to establish and

maintain effective working relationships with coworkers, supervisors and the public; 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 coursework or G.E.D., preferably supplemented by college level courses in business administration with at least three years experience in assessment office procedures; or any equivalent combination of acceptable education and experience which provide the 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