

KENT COUNTY POSITION DESCRIPTION

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

Department of Finance
Assessment Office
Classified, GRADE 14
FLSA exempt position

ASSESSMENT SUPERVISOR

GENERAL STATEMENT OF DUTIES: Management of the property assessment function and general oversight of the administrative functions of the office.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for managerial and technical work requiring comprehensive knowledge of real property valuation theory and methodology; thorough knowledge of and experience in assessment administration; and the ability to interact effectively with employees, colleagues and the public. The work is supervised by the Director of Finance.

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, and some 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 fingering, grasping, handling, 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 depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, 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)

Train, assign work to, supervise, and evaluate assessment personnel;
Oversee work product of assessment personnel for both routine assessments and taxpayer challenges of assessments;
Communicate in person, by telephone, and written and electronic letter with taxpayers to respond to inquiries about state assessment statutes and local policies and procedures, or present the final disposition of their assessment appeals;
Support assessment developed for property taxation purposes in hearings before the Board of Assessment Appeals and the courts;
Meet with staff to solve personnel, workflow, and technical issues;

Meet with managers and staff of other county departments to plan and implement solutions to common problems or plan new projects;
Make operational and strategic plans for the assessment office and assemble the budget necessary to support them;
Assemble reports and perform routine administrative activities as required;
Manage the exemption application process and coordinate it with the Board of Assessment Appeals and Levy Court;
Respond to and resolve difficult and sensitive citizen inquiries and complaints.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the theory and methodology of both single-property and mass appraisal; thorough knowledge of property assessment software; considerable knowledge of statutes, ordinances and policies pertinent to assessment and property taxation; considerable knowledge of social and economic factors affecting real property value; good knowledge of office management and supervisory principles and practices; skill in planning and reviewing the work of subordinates; considerable ability in dealing tactfully and courteously with property owners and the public; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in business, public administration or related field with five years of assessment office experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of an Assessor License issued by State of Delaware. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. 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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