

Title: Appraiser
Department: Finance
Division/Office: Assessment section



Grade 2119; Hourly position; Category: Classified; Job Code: APPR; Rev.:07/01/2021

General Description

The purpose of this position is to perform complex, advanced level real estate appraisals for county assessment purposes.

This single position class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Visits properties, measures improvements, gathers information and take photographs.
- Enters property data into computer system.
- Prepares for fieldwork by printing supporting permit information, pulling maps, printing items to be checked in the case of appeals/exemption requests, gathering information for staff field review requests, printing property cards and creating spreadsheets for audit work.
- Processes fieldwork by entering pictures, copying field mileage log, and filing maps.
- Reviews work product of assigned assessment personnel for both routine assessments and taxpayer challenges of assessments.
- Selects and applies statistical tests to be used in refining the valuation models.
- Receives and investigates complaints about property assessments, makes re-appraisals when necessary, and submits recommended course of action to supervisor.
- Defends contested assessments before the Board of Assessment Review and state courts.
- Assist in the review and supervision of the work of less experienced assessors.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by five (5) years of experience in assessment, tax, accounting, finance or closely related field; or an equivalent combination of education, training and experience.

Additional Requirements:

Comprehensive knowledge of the principles and practices of real estate appraisal and assessment; thorough knowledge of state statutes and local ordinances pertaining to property assessment; thorough knowledge of social and economic forces affecting local real estate values; thorough knowledge of national, regional and local trends affecting urban development; considerable skill in dealing tactfully and courteously with property owners and the general public; thorough knowledge of personal computers and assessment-related software; regular and timely attendance; performance of duties in a safe manner.

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.

Title: Appraiser
Department: Finance
Division/Office: Assessment section



Grade 2119; Hourly position; Category: Classified; Job Code: APPR; Rev.:07/01/2021

Americans with Disabilities Act Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, crouching, stooping, reaching, walking, pulling, pushing, lifting, and grasping; 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Possession and retention of a residential or general certification as a real property appraiser by the State of Delaware.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement