

Title: Assessor II
Department: Finance
Division/Office: Assessment section



Grade 2116; Hourly position; Category: Classified; Job Code: AS2; Rev.:07/01/2021

General Description

The purpose of this position is to perform routine to complex work in the collection of property data and assessment of real estate for government purposes.

This career ladder series position 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.

- Completes the process of assessing county property/parcels, closed out permits and customer service calls into assessment files.
- Processes newly received permits, research parcels, current assessment, comparable properties, and organize permits for future field assessments.
- Inspects properties in the field to measure structures and collect data used in real estate appraisal, e.g., construction quality and condition of improvement, living or leasable area of improvement, site topography, etc.
- Conducts additional research in office, such as studying construction plans, investigating permitting and construction history of a parcel, or assisting the public with a variety of research problems.
- Research sales of real estate and update computerized sales file with information obtained.
- Receives, research, and answers customer service calls and appeals.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by two (2) years of real estate appraisal or assessment or related experience or an equivalent combination of education, training and experience.

Additional Requirements:

Thorough knowledge of the principles and practices of real estate assessment; good knowledge of state statutes and local ordinances pertaining to property assessment; good knowledge of social and economic forces affecting local real property values; good knowledge of national, regional and local trends affecting urban development; considerable skill in dealing tactfully and courteously with property owners and the general public; good 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.

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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 an Assessor License issued by 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