

Title: Property Specialist I
Department: Finance
Division/Office: Assessment section



Grade 2112; Hourly position; Category: Classified; Job Code: PSP1; Rev.:07/01/2021

General Description

The purpose of this position is to perform various duties of a technical/clerical nature relating to property records; coordinates with the County department and row offices in fulfilling their tasks. This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

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.

- Receives information from a variety of sources and make required database changes.
- Enters data from deeds and other records into permanent assessment records.
- Inputs and extracts assessment data from computer terminal for research and update.
- Maintains accurate records regarding property ownership.
- Reviews complex information and conduct research for verification.
- Receives telephone calls and supply routine information or refer calls to proper party.
- Assists the public in researching property information and completing tax-exempt forms.
- Performs general clerical and office duties as required.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent or any equivalent combination of education, experience and training.

Additional Requirements:

Some knowledge of office terminology, procedures, and equipment; basic math and English skills; ability to understand and follow oral and written instruction; ability to sort and file numerically, geographically and alphabetically ability to write legibly; clerical and technical aptitude; working knowledge of personal computers and pertinent applications; 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.

Americans with Disabilities Act 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, 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; physical attendance at work site is required to perform manual tasks,

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

Title: Property Specialist I
Department: Finance
Division/Office: Assessment section



Grade 2112; Hourly position; Category: Classified; Job Code: PSP1; Rev.:07/01/2021

provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- May be required to pass standardized examination to determine basic knowledge, skills & abilities.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

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