

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



Grade 2114; Hourly position; Category: Classified; Job Code: PSP2; Rev.:07/01/2021

General Description

The purpose of this position is to perform specialized/technical data entry and maintains accurate records such as property records, deeds and wills. This career ladder series position works under general supervision, independently developing work methods and sequences.

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.

- Enters data from deeds and other records into permanent assessment records.
- Inputs and extracts assessment data from computer terminal for research and update.
- Inputs new parcels created by major and minor subdivisions and by combinations and splits.
- Inputs revisions made to existing parcels by new surveys.
- Receives, organizes, distributes and tracks building permits.
- Maintains accurate records regarding property ownership.
- Reviews complex information and conducts research for verification.
- Compiles real estate sale prices using data extracted from deeds.
- Receives telephone calls and supplies routine information or refers calls to proper party.
- Assists the public in researching property information and completing tax-exempt forms.
- Assists in calculating roll-back assessments for agricultural parcels.
- Investigates claims made on exemption applications when necessary.
- Enter mobile home ownership updates into permanent assessment records
- Research and enter mobile home data received from DMV records
- 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 supplemented by six (6) months of data entry or clerical support experience or any equivalent combination of education, experience and training.

Additional Requirements:

Ability to perform complex tasks involving deeds, wills, surveys, and property records; ability to prepare written reports from records; ability to make independent decisions in accordance with regulations and policies, ability to perform accurate mathematical computations; good judgment and courtesy; good knowledge of office terminology, procedures, and equipment; working knowledge of personal computers and pertinent applications; ability to handle complaints and difficult public contact situations; 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.

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.

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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, 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:

- 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