

**Title: Property Specialist III**  
**Department: Finance**  
**Division/Office: Assessment section**



Grade 2115; Hourly position; Category: Classified; Job Code: PSP3; Rev.:07/01/2021

### **General Description**

The purpose of this position is to perform administrative work, conducts research, makes analyses, and serves in a liaison capacity between the supervisors and staff; coordinates with County departments and row offices.

This single position series 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.*

- Performs complex research or communicate with attorneys, title searchers and others as necessary to resolve errors and uncertainties in real estate conveyancing instruments.
- Maintains thorough knowledge of deeds and wills and ability to research the history of each utilizing file copies or database management.
- Operates computer terminals, printers, word processor, and other office equipment as required.
- Maintains capitation file with address changes, additions, or deletions.
- Provides administrative or supervisory assistance to supervisors.
- Works with other office personnel in assisting the public.
- Performs related work as required.

### **Minimum Education and Experience Requirements**

Requires High School graduation or GED equivalent supplemented by three (3) years of experience in assessment office procedures, administrative support or any equivalent combination of education, experience and training.

### **Additional Requirements:**

Thorough knowledge of procedures, forms, legal terminology, laws and regulations applicable to real estate; 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.

### **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

*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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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.

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Employee Acknowledgement