

NEW CASTLE COUNTY GOVERNMENT

Number 0460

CLASS SPECIFICATION

Page 1 of 2

Date 09/29/2016

Title: ASSESSOR I

Approved:



GENERAL STATEMENT OF DUTIES: Performs assessments appraisals of real property for property taxation purposes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs appraisals of real property for property taxation purposes. The work is performed under the general supervision of a designated supervisor who is available for guidance and direction on difficult or unusual problems.

EXAMPLES OF WORK: (Illustrative only)

- Studies building plans, information pertaining to sales, and specifications to obtain data regarding size, type of construction, and other factors which affect property value;
- Examines property to verify information contained in plans and specifications and to ascertain the quality of the work and materials;
- Examines plats, maps, and aerial photographs to locate property or area to be appraised;
- Prepares appraisals of the true market value of real property using generally accepted appraisal guidelines and practices;
- Interviews taxpayers, provides information, and answers questions and complaints regarding assessments;
- Re-examines appraisals and determines whether assessment should be modified;
- Performs verification work contemplated by this job description which includes justifying values determined for assessment, such as reassessment of the property, including a comparison with comparable property, to verify the validity of the appealed assessment;
- Promotes an ongoing attitude of dedication to excellent public service to ensure that internal and external customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of building construction practices and of building and land values; skill in appraising real property according to generally accepted appraisal practices; ability to read and understand building construction plans and specifications; good judgement; accuracy; integrity; ability to establish and maintain good public relations; considerable skill in dealing tactfully and courteously with property owners and the public; ability to communicate courteously and effectively, both verbally and in writing.

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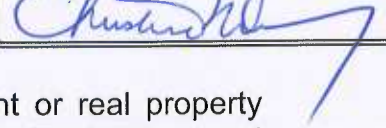
CLASS SPECIFICATION

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Date 09/29/16

Title: ASSESSOR I

Approved:



MINIMUM QUALIFICATIONS: At least one (1) year of assessment or real property appraisal experience or two (2) years experience as an Assessment Technician; and possession of a high school diploma or GED, supplemented by special training in real property appraisal or assessment; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

PREFERRED REQUIREMENT: At least one (1) year of experience in assessment work or two (2) years experience at the level of Assessment Technician.

ADDITIONAL REQUIREMENTS: The applicant must successfully complete all required real estate courses necessary to meet the requirements of the Delaware Council on Real Estate Appraisers for assessor certification within one (1) year of date of hire or promotion. All costs associated with courses and certification shall be borne by the employee or applicant unless otherwise provided for in a collective bargaining agreement. Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 01/15/66
Revised: 07/01/73
Revised: 06/05/89
Revised: 01/01/91
Revised: 02/14/95
Revised: 02/15/95
Revised: 07/01/98
Revised: 05/01/03
Revised: 02/17/10
Revised: 09/29/16