

NEW CASTLE COUNTY GOVERNMENT

Number 0465

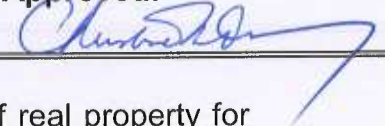
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CLASS SPECIFICATION

Date 09/29/16

Title: ASSESSOR II

Approved:



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

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs difficult and complex appraisals of large scale commercial and industrial improvements and is responsible for the review and approval of farmland rollbacks and assessing and updating all utility parcels. This employee works under the general supervision of the Assessor Supervisor who is available on difficult problems. This class differs from that of Assessor I in the complexity and difficulty of tasks and independence exercised in the work. Supervision is exercised over the work of Assessor I's and other staff.

EXAMPLES OF WORK: (Illustrative only)

- Instructs Assessor I's in techniques and methods of appraisal;
- Reviews and approves appraisers' reports to check for conformity and errors in judgement and personally inspects questionable cases;
- Assists and advises appraisers on unusual or complicated jobs;
- Makes personal appraisals of industrial plants or other designated properties;
- Conducts complex appraisals of large commercial or industrial developments as well as residential;
- Provides expert testimony and defends assessments before the Board of Assessment Review;
- Reviews and analyzes building plans and specifications to obtain information regarding size, type of construction, use, economic data, and other factors which affect its value;
- Examines plats, maps, and aerial photographs to locate property or area to be appraised;
- Visits property to verify information contained in plans and specifications and to ascertain the quality of the work and materials;
- Reviews and analyzes information and makes appraisals;
- Revalues land in zoning changes;
- Performs verification work contemplated by this job description which includes justifying values determined for assessment, e.g., reassessment of the property, including a comparison with comparable property, to verify the validity of the appealed assessment;
- Keeps abreast of and reports on appraisal procedures, market trends, and construction costs;
- Performs a variety of report preparation and record keeping tasks as required;
- 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;

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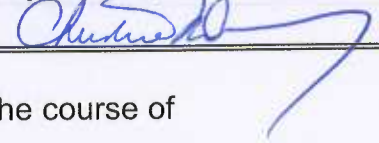
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Date 09/29/16

CLASS SPECIFICATION

Title: ASSESSOR II

Approved:



- Operates a personal computer and other related equipment in the course of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern principles, practices, and standards of real property appraisal; thorough knowledge of building construction practices and of building and land values and local social and economic factors affecting real property values; skill in appraising real property according to generally accepted appraisal practices; ability to conduct thorough and accurate appraisals; ability to read and understand building construction plans and specifications to include commercial and industrial plans; good judgement; accuracy; integrity; considerable skill in dealing tactfully and courteously with property owners and the public; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least three (3) years of assessment or real property appraisal experience, one (1) year of which shall have been at the level of Assessor I, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

PREFERRED REQUIREMENT: At least three (3) years of assessment experience, one (1) year of which shall have been at the level of Assessor I.

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:	01/02/91
Revised:	02/14/95
Revised:	02/15/95
Revised:	06/01/95
Revised:	07/01/98
Revised:	09/01/99
Revised:	11/01/03
Revised:	02/17/10
Revised:	09/29/16