

NEW CASTLE COUNTY GOVERNMENT

Number 0476

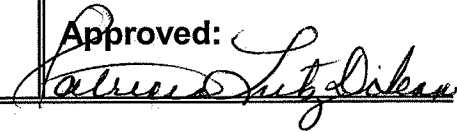
CLASS SPECIFICATION

Page 1 of 2

Date 05/01/03

Title: ASSESSMENT ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Develops and provides data support and analysis to expedite the functions of the real property assessment system of New Castle County and assist with revaluation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class compiles, analyzes, interprets, and maintains data relating to real property assessment to support production and management activities. Responsibilities include conducting sales ratio studies and other statistical analyses to review and improve New Castle County's mass appraisal performance, conducting special projects related to computer-assisted mass appraisal, and compiling and analyzing data necessary for revaluation. The employee represents the County in public forums. Responsibilities also include assisting with the administration of preferential assessment programs. This employee utilizes a variety of current software programs and participates in the ongoing development of computer systems and software applications. The employee maintains technical liaison with municipalities, school districts, agencies, other departments, and the public to ensure the highest quality of service to the citizens of New Castle County. Supervision may be exercised over a variety of assessment staff. Work is performed under the general supervision of the Property Assessment Services Manager or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Compiles, analyzes, and interprets data;
- Provides data reports necessary for scheduling and monitoring work;
- Assists with the administration of preferential assessment programs and County exemption programs in accordance with applicable laws and regulations;
- Performs sales analysis and maintains verified sales data;
- Maintains neighborhood delineation information and other data for revaluation;
- Participates in the ongoing development of computer systems and software applications;
- Assists with special projects related to computer-assisted mass appraisal;
- Conducts sales ratio studies and other statistical analyses to review and improve the County's mass appraisal performance;
- Establishes and maintains ongoing contact with municipalities to acquire data necessary to maintain their assessment rolls;
- Tracks and monitors the status of assessment appeals filed and implements decisions made by the Board of Assessment Review;

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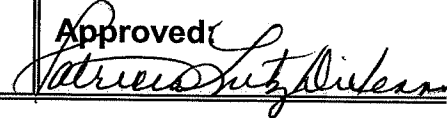
CLASS SPECIFICATION

Page 2 of 2

Date 05/01/03

Title: ASSESSMENT ANALYST

Approved:



- Attends public meetings to represent the County and makes presentations to community groups;
- 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 computer terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern principles, practices and standards of real property assessment; good knowledge and understanding of laws and regulations pertaining to real property assessment; ability to compile, analyze, and interpret complex data and to draw valid conclusions; ability to use a variety of current software applications, particularly spreadsheet and database applications; ability to supervise others; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with other employees, associates, government officials, agencies, and the public and to promote an ongoing attitude of dedication to excellent customer service; ability to make effective presentations before groups; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in performing real property assessment or appraisal, satisfactory completion of International Association of Assessing Officers (IAAO) course I, Fundamentals of Real Property Appraisal, or its equivalent, 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 any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 07/01/98
Revised: 05/01/03