

NEW CASTLE COUNTY GOVERNMENT

Number 0462

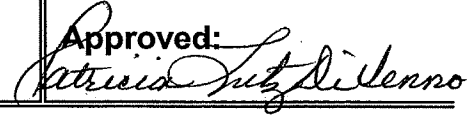
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CLASS SPECIFICATION

Date 11/01/03

Title: CERTIFIED ASSESSOR I

Approved:



GENERAL STATEMENT OF DUTIES: Performs 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. This class is distinguished from Assessor I in that it requires a State of Delaware Real Estate Appraiser's license. Work is carried out in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). 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;
- Prepares appraisal reports according to the guidelines and standards established by the Uniform Standards of Professional Appraisal Practice;
- 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, e.g, 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 data processing terminal, personal computer, and other related equipment in the course of work.

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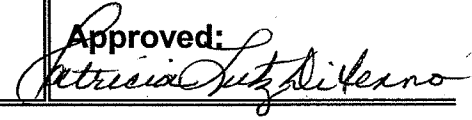
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Date 11/01/03

CLASS SPECIFICATION

Title: CERTIFIED ASSESSOR I

Approved:



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 and in accordance with Uniform Standards of Professional Appraisal Practice (USPAP); ability to conduct thorough and accurate appraisals; ability to read and understand building construction plans and specifications; ability to prepare reports in accordance with USPAP; ability to operate a personal computer for data retrieval/maintenance and proficiency in basic spreadsheet and word processing programs; good judgement; accuracy; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective work relations with property owners, the public, outside agencies, and other employees; considerable skill in dealing tactfully and courteously with property owners and the public; ability to promote an ongoing attitude of dedication to excellent customer service; integrity; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least one year real property appraisal experience and completion of a standard high school course or GED certificate program, supplemented by special training in real property assessing; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and maintenance of State of Delaware Real Estate Appraiser's license; possession of a Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:
Established: 08/30/99
Revised: 11/01/03