



SC-PAY GRADE 9

ASSESSOR I

DUTIES AND FEATURES OF THE CLASS:

The employee in this class is responsible for the appraisal of land, buildings and building improvements for tax assessment purposes. Incumbent in this position performs responsible and detailed duties and works on an independent basis performing various tasks within their area of specialization. Work is performed under general supervision of department head.

EXAMPLES OF WORK:

Studies building plans, information pertaining to sales and specifications to obtain data regarding size, type of construction and other factors which affect property value; visits property to verify information contained in plans and specifications and to ascertain the quality of the workmanship and materials; reviews and analyzes above information and makes appraisal of the true market value of the property; interviews taxpayers; provides information and answers complaints regarding assessment; performs a variety of clerical tasks related to the above duties; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of building construction practices and of building and land values; ability to obtain facts essential to determine the value of property; knowledge of appraising real property; ability to read and understand building construction plans and specifications, photographs and blueprints; ability to read tax maps; ability to work independently and carry out assigned duties in a responsible manner; ability to exercise good judgment and make accurate determinations; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with property owners, representatives from other agencies, staff, department heads and the general public.

QUALIFICATIONS:

Minimum High School Diploma or GED with at least two (2) years' experience in appraisal field or building construction trade or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities; must possess or be able to obtain Assessor Certification through the State of Delaware Division of Professional Regulation by completing 90 hours of qualifying education within 18 months of employment; basic computer skills with a working knowledge of Microsoft Office (Outlook, Word, Excel); excellent customer service and organizational skills, excellent verbal and written communication skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license
- 35-hour workweek (Monday - Friday 8:30 A.M. to 4:30 P.M.)

3/2017