

# NEW CASTLE COUNTY GOVERNMENT

Number 0458

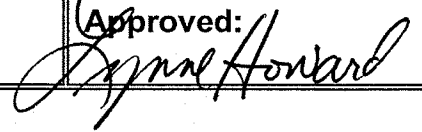
## CLASS SPECIFICATION

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Date 06/07/10

Title: ASSESSMENT TECHNICIAN

Approved:



GENERAL STATEMENT OF DUTIES: Performs a variety of functions required to develop and maintain technical data and information relating to land records, property assessment, and geographic information; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of tasks dealing with the maintenance of assessment and geographic information files. This position is the entry level position and first step within the Assessor and Assessment Services career ladders. The work is of a technical nature and involves complex mathematical calculations and review and interpretation of field notes, official documents, and records in order to develop or maintain assessment records, land records, and geographic information. Employees in this class make independent decisions in accordance with established policies pertaining to official documents including but not limited to deeds, wills, field notes, applications for assessment exemptions, and a variety of official documents pertaining to land use, land records, and property assessment. The work is performed under general supervision. Supervisors are available for consultation on unusual problems and to give detailed instructions on all new assignments.

EXAMPLES OF WORK: (Illustrative only)

- Interprets official documents to maintain ownership, property location, and assessment information on appropriate databases or information systems;
- Assists taxpayers with completion of all exemption applications;
- Determines effect of various legal documents relating to land title;
- Reviews applications to determine eligibility for various exemption programs;
- Calculates prorated assessment, verifies location of improvements and determines lot size to process land splits;
- Answers inquiries from the public relating to assessment information;
- Updates assessment figures based on information received from assessor or supervisor;
- Operates recording and transcription equipment, performs support functions, and updates database tracking for Board of Assessment Review hearings;
- 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 the work.

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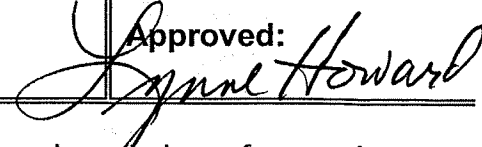
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Date 06/07/10

## CLASS SPECIFICATION

Title: ASSESSMENT TECHNICIAN

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of records management and records maintenance; some knowledge of principles, practices, laws, and regulations pertaining to property assessment, land records, and basic real estate transactions; some knowledge of geographic data; ability to develop and maintain accurate technical data within specific software systems and databases; ability to make assessment calculations; ability to follow instructions; ability to interact with the public in an efficient and courteous manner; ability to resolve problems; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: Completion of two (2) years of college at an accredited college or university with major course work in business, finance, information technology, accounting, or records management and one (1) year experience in records management, information systems, accounting, or related field; or three (3) years experience in records management, information systems, accounting or related field, and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

HISTORY OF REVISIONS:

Established: 05/13/80  
Revised: 10/24/88  
Revised: 03/20/89  
Revised: 02/14/94  
Revised: 09/12/94  
Revised: 07/01/98  
Revised: 05/01/03  
Revised: 11/16/07  
Revised: 06/07/10