

# NEW CASTLE COUNTY GOVERNMENT

Number 0467

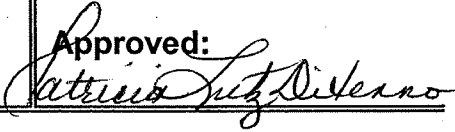
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Date 11/01/03

## CLASS SPECIFICATION

Title: CERTIFIED 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 appraisals of all classes of real property including difficult and complex appraisals of large scale commercial and industrial improvements. The employee is responsible for the review and approval of farmland rollbacks and assessing and updating all utility parcels. This class differs from that of Assessor II in that it requires State of Delaware Real Estate Appraiser Certification. Work is carried out in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). This employee works under the general supervision of the Assessor Supervisor who is available on difficult problems. Supervision is exercised over the work of Assessor I's, Certified Assessor I's and other staff.

EXAMPLES OF WORK: (Illustrative only)

- Plans, assigns, and supervises all field assessment activities;
- Instructs Assessor I's in techniques and methods of appraisal;
- Reviews and approves appraisers' reports to check for conformity and errors in judgement and to ensure proper valuation methods and report writing standards;
- Personally inspects questionable cases;
- Assists and advises appraisers on unusual or complicated jobs;
- Makes personal appraisals of industrial plants or other designated properties;
- Conducts appraisals of all classes of real property including complex appraisals of large commercial or industrial developments as well as residential;
- Provides expert testimony and defends assessments before the Board of Assessment Review including the more complex property appeal hearings;
- Reviews appraisals submitted by appellants for assessment appeals;
- 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;
- Prepares appraisal reports for all classes of real property according to the guidelines and standards established by the Uniform Standards of Professional Appraisal Practice;
- 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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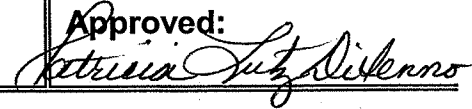
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Date 11/01/03

## CLASS SPECIFICATION

**Title:** CERTIFIED ASSESSOR II

**Approved:**



- Operates a data processing terminal, 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 and Uniform Standards of Professional Appraisal Practice (USPAP); ability to conduct thorough and accurate appraisals; ability to read and understand building construction plans and specifications to include commercial and industrial plans; ability to prepare appraisal 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 three years real property appraisal experience, one 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 any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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

**HISTORY OF REVISIONS:**

Established: 08/30/99  
Revised: 11/01/03