

# NEW CASTLE COUNTY GOVERNMENT

Number 0472

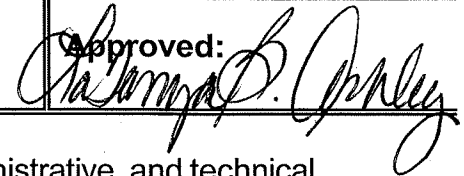
## CLASS SPECIFICATION

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Date 11/05/09

Title: ASSESSOR SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs supervisory, administrative, and technical work in the administration of the real property assessment system for New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, assigns, supervises, and coordinates the assessment of all types of real property for taxation purposes. Responsibilities include ensuring compliance with applicable laws, regulations, requirements, policies, and standards. The employee supervises property assessors and support staff, advises and assists assessors in complicated cases, and conducts property appraisal inspections as needed. Work is performed in the office and in the field. Responsibilities also include serving as liaison with municipalities, legal representatives, other agencies and the public to ensure the highest quality of service to the citizens of New Castle County. The employee must keep abreast of appraisal techniques, market trends, and construction costs. Work is performed under the general supervision of the Property Assessment Services Manager or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Plans, supervises, and coordinates property assessment activities;
- Makes work assignments and evaluates work performed;
- Reviews and approves assessors' reports to ensure conformance with applicable laws, regulations, and standards and personally inspects questionable cases;
- Assists and advises assessors on unusual or complicated cases;
- Investigates, researches, and resolves problems;
- Conducts training for staff on new assessment methods and techniques;
- Reviews and appraises utility properties, industrial plants, and other designated properties;
- Assists management in administering daily operations;
- Attends hearings to provide expert testimony and defends assessments before the Board of Assessment Review;
- Attends public meetings to represent the County and makes presentations;
- Coordinates with municipalities and other agencies as needed for property assessment and related activities;
- Develops policies and procedures;
- Coordinates and assists in revaluation activities as needed;
- Utilizes a variety of current software applications including, but not limited to, word processing and spreadsheet programs;

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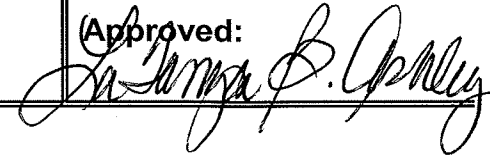
## CLASS SPECIFICATION

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Date 11/05/09

Title: ASSESSOR SUPERVISOR

Approved:



- Conducts research, analyzes data and prepares reports;
- 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of modern principles, practices, and standards of real property appraisal; thorough knowledge and understanding of statutory requirements and regulations pertaining to real property appraisal; thorough knowledge of local social and economic factors affecting real property values; thorough knowledge of mathematical and statistical tools used in real property appraisal; ability to plan, coordinate, and supervise the work of technical and support staff; ability to conduct accurate appraisal of properties in complicated cases; ability to use a variety of current software applications; 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 conduct research, analyze complex data, and draw valid conclusions; ability to make effective presentations before groups.

**MINIMUM QUALIFICATIONS:** At least five (5) years experience in performing real property assessment at the full performance level to include at least two (2) years experience assessing or appraising commercial properties at the level of Assessor II or 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 an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent. Ability to pass a Class III County physical examination and background check.

**PREFERRED REQUIREMENTS:** IAAO Courses 101, 102 and 300, or equivalent courses sponsored by the Appraisal Institute.

**HISTORY OF REVISIONS:**

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