

# NEW CASTLE COUNTY GOVERNMENT

Number 0476

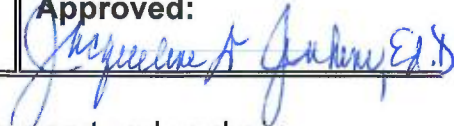
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## CLASS SPECIFICATION

Date 08/02/19

Title: ASSESSMENT ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Develops and provides data support and analysis on data and processes to expedite the functions of the New Castle County Assessment Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class compiles, analyzes, interprets, and maintains data relating to real property assessment and office processes to support production and management activities. Responsibilities include reviewing current office processes, making appropriate changes to existing processes, creating new processes, conducting statistical analyses to review and improve New Castle County's assessment performance and conducting special projects. The employee represents the County in public forums. Responsibilities also include assisting with the administration of preferential assessment programs. This employee utilizes a variety of current software programs. Supervision may be exercised over a variety of assessment staff. Work is performed under the general supervision of the Property Assessment Services Administrator or other designated supervisor.

### EXAMPLES OF WORK: (Illustrative Only)

- Compiles, analyzes, and interprets data;
- Reviews current office processes and makes changes were needed;
- Creates new office processes as needed;
- Provides data reports necessary for scheduling and monitoring work;
- Assists with the administration of preferential assessment programs and County exemption programs in accordance with applicable laws and regulations;
- Assists with all processes associated with ownership updates, quarter / annual assessment rolls, reconciliations and certifications;
- Coordinates and tracks work between field assessors and technicians;
- Investigates, researches and resolves problems;
- Participates in the ongoing development of computer systems and software applications;
- Assists with special projects related to assessment;
- Establishes and maintains ongoing contact with municipalities to acquire data necessary to maintain their assessment rolls;
- Tracks and monitors the status of assessment appeals filed and implements decisions made by the Board of Assessment Review;

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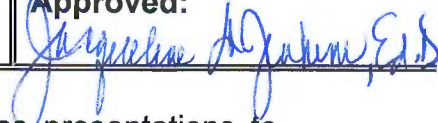
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## CLASS SPECIFICATION

Date 08/02/19

Title: ASSESSMENT ANALYST

Approved:



- Attends public meetings to represent the County and makes presentations to community groups;
- 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 assessment; good knowledge and understanding of laws and regulations pertaining to real property assessment and preferential assessment programs; ability to compile, analyze, and interpret complex data and to draw valid conclusions; ability to use a variety of current software applications, particularly spreadsheet and database applications; ability to supervise others; 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 make effective presentations before groups.

**MINIMUM QUALIFICATIONS:** At least one (1) year working in the New Castle County Assessment Office; or at least two (2) years' experience in property assessment or appraisal, or possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, economics, or related field; 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 background check.

**HISTORY OF REVISIONS:**

Established: 07/01/98  
Revised: 05/01/03  
Revised: 08/02/19