

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Finance  
Classified, GRADE 9  
35 Hour Week

### COMPUTER SYSTEMS SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs all specialized computer systems and automation activities as assigned; trains all personnel on computerized financial and assessment applications; provides support in areas of assigned responsibility; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible position that requires the incumbent to serve as a technical business analyst for assessment, financial and land management data that is maintained electronically. The computerized assessment and mass appraisal (CAMA) system maintains detailed property and improvements characteristics and assessment values. Financial systems include payroll, general ledger, accounts receivable and payable, utility billing and collections, and budgeting and controls.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative Only)

Train new employees on computer systems and applications;  
Assist with administrative duties involving the computer systems;  
Update and maintain tables in the CAMA system;  
Generate monthly reports as requested;  
Gather data and prepare reports to respond to internal and external requests;  
Interface with system vendors on software capabilities and enhancements;  
Work with other departments to share information and keep records current;  
Provide first-line problem resolution for software problems;  
Perform routine data generation tasks from the systems;  
Trouble-shoot problems involving financial and CAMA system.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge about computerized financial and property assessing programs; considerable knowledge of various software used by County; ability to develop new and alternative solutions to manage information system needs; ability to use office equipment to include phones, personal computer, copy machine, etc.; ability to type 25

words per minute; ability to analyze statistics to build reports; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school course or G.E.D. with extensive computer application training; three years of computer experience and a working knowledge of computerized financial and property assessing systems; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

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Employee Acknowledgment

Eff. 07/01/00