**POSTING OF POSITION**

**Office:** Supervisor of assessments

**Position:** Deputy Assessor

 Full-time AFSCME union position (35 hours per week) with excellent health insurance

 Starting Salary: $13.59/hour with increases (currently in contract negotiation)

**Hours:** Monday through Friday, 8:00 a.m. – 4:00 p.m. with a one hour lunch

**Job Summary:**

* Assist the office of the supervisor of assessments in maintaining property database (various data entry) and answer question pertaining to property assessments, exemptions and other property inventory inquires.

**Requirements:**

* The applicant must have education, experience and/or the necessary training in typing, filing, computer skills (Microsoft Word, Excel, and email).
* The applicant must possess good communication and interpersonal skills, have the ability to work well with others, as well as work independently, and have the desire to serve the public.
* Regular and predictable attendance & punctuality is required to ensure the efficient operation of the office.
* Will be expected to obtain a CIAO designation (Certified Illinois Assessment Officer) and maintain the designation through continued education.
* High School diploma or GED, computer knowledge and must pass a drug screening. Employee must abide by dress code set forth by county policy on contractual agreement. A valid driver’s license and insurance may be required for field assessment work.

**Duties:**

* Answer public questions pertaining to exemptions, assessed valuations, property characteristics, appeal process, and approximate property boundaries.
* Data entry into various inventory software.
* Employee may need to assist in physically measuring of properties and take pictures for the office records.
* Employee also assists township assessors by providing property record cards, maps and parcel data sheet for all properties to be assessed by the township assessors of 17 townships.

**Applications:**

* Can be picked up in the Supervisor of Assessments office, second floor of the courthouse as well as on the county website – [www.christiancountyil.com](http://www.christiancountyil.com)
* Must be submitted to the Supervisor of Assessments Office by January 30th.

**Interviews:**

* Will be scheduled for chosen applicants.