

Seeking Administrative Assistant

The McHenry Township Assessor's office is looking for qualified candidates to fill an opening for a full-time administrative assistant.

The duties will include but are not limited to:

- answering phones
- assisting taxpayers
- entering sales and building permits
- filing
- sending correspondence to new home owners
- Maintaining spreadsheets

Salary, benefits and hours will be discussed during interviews.

Mary Mahady, Township Assessor

Please provide your resume to assessor@mchenrytownship.com

McHenry Township Assessor
3703 N Richmond Road
Johnsburg, IL 60051