

DEPUTY ASSESSOR

Job Description

assist the assessor with valuation of all properties in township
calculations of assessments

entering assessment data

ability to analyze sale information and apply to mass appraisal
work with the public

- answer questions on assessments and how determined
- answer exemption information
- explain assessor role in tax cycle
- knowledge of required paperwork (exemptions, appeals, etc.)
- draw floor plans
- computer skills
- assist in field work when required
- review appraisals
- prepare logical defense of assessments for BOR and PTAB
- maintain accurate records
- ability to read plat maps and identify parcels
- willingness to work with others in office (team work)
- good organizational and analytical skills
- various duties as assigned by assessor

Skills Needed

- organizational skills
- computer knowledge
- professional behavior with the public
- accurate record keeping
- attention to detail
- ability to work outside in all types of weather
- physical ability to perform duties (walking on un-level ground, inclines; carrying/using equipment, etc.)
- valid driver's license
- may be subject to random drug/alcohol screening