

Job Title	Deputy Assessor
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Organization Description

Zion Assessor’s office is responsible for assessing all Residential, Commercial, Industrial and Land within the Township. Every staff member is responsible for serving all Zion residents by any means possible while staying within the law and guidelines governing Zion Township.

Job Details

This is a full-time position.
Hours: 8:30-4:30 Monday – Friday with occasional evenings and/or weekends.
Salary: compensation commensurate with experience

Job Purpose

The Deputy Assessor provides support to the Assessor with general assessment functions. In addition, it handles some customer service and direct contact with the public and additional duties as requested.

Primary Responsibilities

Property Valuation

- Fieldwork - onsite inspections of all construction, building permits, demos, rehabs, etc. – enter all data and pictures into computer aided mass appraisal system (CAMA)
- Data entry – Work within all Illinois Department of Revenue (IDOR) requirements on valuation of new construction
- Exemptions – track occupancy, determine exemptions according to IDOR regulations and apply accordingly.
- Land Map Changes – track and update consolidations and splits of parcel(s)
- Statistical Analysis – Assist Assessor in determining market areas, sales ratio studies, market factors.
- Valuation – Analyze sales ratio studies, post new values, analyze, and review calculations of values, reconcile, and edit yearly closing reports from County.

Sales

- Record sales in spreadsheet and review recorded instruments for accuracy.
- Validate sales within CAMA system.

Defense of Value:

- Board of Review – process all information in the defense of valuation, attend appeal hearings.

Exemptions

- Assist taxpayers with electronic exemption applications and renewals.

Customer Service

- Answer phone and direct calls, greet & assist in-person customers, assist taxpayers, realtors, attorneys, etc. with general assessment, exemption, and appeal inquiries.

Desired Characteristics and Qualifications

- Bachelor’s degree in business, accounting, math, statistics preferred or an equivalent combination of training and experience.
- Some experience and knowledge of Microsoft Word, Excel, PowerPoint, Email providers, and databases. Quick learner of technology software.
- Excellent written and verbal communication skills.
- Ability to make decisions in accordance with established policies, rules, and guidelines.
- Have a valid Illinois driver's license and a satisfactory driving record.
- Ability to multi-task and prioritize daily tasks independently.
- Detail-oriented and works with a high degree of accuracy.
- Keep discretion and confidentiality.
- Excellent punctuality and dependability.
- Successful completion of the required courses to attain and maintain the designation of a Certified Illinois Assessing Officer.

To apply, please forward your resume and cover letter to cdavis@zionassessor.com or call 847-872-5031.