

DEPUTY ASSESSOR FOR MENARD COUNTY

Position Type: Full-Time, Exempt with Benefits

Reports To: Supervisor of Assessments (and/or Chief Deputy Assessor)

Location: Assessment Office in Petersburg, IL.

Position Summary

The Deputy Assessor supports the daily functions of the Assessor's Office, mainly focusing on providing excellent customer service to the community. This position involves both office work, such as statistical analysis, and in-field property inspections to maintain fair and accurate assessments.

Essential Duties and Responsibilities

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Public Service: Respond to inquiries and complaints from property owners; explain valuation methodologies and the appeal process clearly and professionally. The position requires daily contact with the public, in person, by email, and by phone.

Valuation & Analysis: Use statistical data and market trends to establish valuations and ensure equity. Read and interpret construction plans, specifications, legal descriptions, plats, and mortgages.

Data Management: Update assessor files and records in the CAMA system to reflect assessment results and process new construction for the assessment rolls.

Exemptions: Determine eligibility for tax exemptions and administer required documentation.

GIS Utilization: Utilize Geographic Information Systems (GIS) to locate parcels and analyze neighborhood data.

Collaboration: Assist other local government entities as needed and perform related duties as assigned.

Benefits

Health Insurance: Group Health and Long-Term Care Insurance are available for full-time employees.

Flexible Spending Accounts are available.

Retirement (IMRF): Participation in the Illinois Municipal Retirement Fund (IMRF) pension plan begins immediately upon employment.

Paid Time Off:

Vacation: 10 paid vacation days prorated based on start date, earned annually for employees with 0 to 6 years of service.

Personal: 3 days per year.

Sick Leave: 12 paid sick days accrued annually (calculated at 1 day per month).

Holidays: Paid time off for County Board-approved holidays.

Family & Support:

School Visitation Leave: Employees are entitled to up to eight (8) hours off during any school year after six months of employment to attend school conferences or classroom activities involving their child.

Bereavement: Up to 3 days of paid leave for the death of an immediate family member.

Education, Experience, and Certifications

Education: High School diploma

Knowledge, Abilities, Skills, Personal Characteristics, and Other Qualifications

Documentation: Proficiency in reading and interpreting land descriptions, plats, mortgages, contracts, and instruments of transfer.

Market Analysis: Comprehending real estate terminology, factors, and market trends influencing property valuations.

Government Practices: Knowledge of local government practices and principles related to assessment.

Mathematical & Analytical Skills

Calculations: Ability to calculate figures such as area, circumference, reductions, proportions, and percentages.

Technology & Software

Core Systems: Proficiency with Microsoft Windows (10 or higher) and Microsoft Office Suite.

Office Equipment: Ability to operate standard office technology, including scanners, printers, and calculators.

Professional Competencies

Communication: The capacity to establish and maintain effective, professional working relationships with colleagues, property owners and their representatives, and the general public.

Independence: Ability to work efficiently both as a team member and independently with minimal supervision.

Conduct: Ability to represent the Assessor's Office in an honest, trustworthy, and polite capacity.

Record Keeping: Ability to prepare and maintain accurate records, gather data, and prepare detailed assessment reports.

Other Requirements

Driver's License: Possession of a valid driver's license and the ability to operate a motor vehicle for field inspections.

Physical Demands

The physical demands described here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Body Positioning & Movement: The employee is regularly required to sit or stand for extended periods. Field duties frequently require standing, walking, and bending. Occasionally, the employee must climb, kneel, crouch, crawl, or balance on a step stool or ladder to access documents on high shelving.

Manual Dexterity & Lifting: The role requires the use of hands and fingers to handle, feel, or operate objects, tools, and controls. The employee must be able to reach with hands and arms and occasionally lift and/or move objects weighing up to 25 pounds.

Sensory Requirements:

Vision: Specific vision abilities include close vision, distance vision, and the ability to adjust focus to review written documents and electronic media.

Communication: The employee must be able to speak clearly and distinctly and hear well enough to understand everyday conversation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Location: Duties are performed in a standard office setting as well as at various property sites.

Noise Level: The office environment is usually quiet, but volume levels outside the office and at property sites can vary significantly.

Field Conditions:

Weather: Work involves travel in normal seasonal weather. The employee is occasionally exposed to wet, humid, hot, and/or cold outside conditions.

Hazards: Property inspections may involve exposure to hazards at building/construction sites if reasonable caution is not exercised.

Interactions: Fieldwork may include contact with potentially angry or dangerous individuals and animals.

Application Process

Interested candidates should submit a resume and a list of three references to: dkelton@menardcountyil.gov

Deadline: Position is open until it is filled. Applications will be reviewed on a rolling basis.