

Jennings County Assessor's Office

Job Opening

Job Title: Deputy Assessor

Department: Jennings County Assessor's Office

Salary: Determined by Experience

Benefits: Medical, Vision and Dental for individual of family; multiple holidays

Status: Full Time Hourly (8am – 4pm Monday – Friday)

Reports to: Jennings County Assessor, Randy Shepherd

To Apply: Submit cover letter and resume' to:

Minimum Position Requirements:

Education, training and/or experience in Real Estate would be ideal for this position. Along with education/training at least three (3) years of relevant work experience is preferred. However, consideration will be given to any combination of education/training and experience that provides equivalent knowledge, skills and abilities.

Skills:

Strong written, verbal and phone communication skills and the ability to work well with a diverse group of people; ability to coordinate and organize inter office work activities; troubleshoot problem situations; basic computer/keyboard skills; basic map skills and knowledge as well as an upbeat and positive personality.

Job Duties and Responsibilities:

Answer phones, wait on taxpayers at front counter, process e-recordings, transfer deeds, enter sales disclosures, drop in reassessment photos, finish parcel splits and combinations, inspecting properties, attend mandatory staff meetings, meetings with outside organizations, and training as assigned. Training may consist of in-office webinars, single day classes that may/will require travel and/or weeklong classes that will require travel and overnight stays for the week.

Training will be required to achieve Level I and Level II certifications. To perform some tasks in the Assessor's office, these Levels are mandated by the State of Indiana and are required to maintain this position in the County Assessor's office.

Along with any other office procedures that are assigned.

Language Skills:

Strong verbal and written communication skills a must. Requires the ability to utilize a variety of reference, descriptive and advisory data and information from such things as operating manuals, Indiana state statutes, procedures, guidelines and routine and non-routine correspondence.

Mathematical Skills:

Requires the ability to perform basic math.

Reasoning Ability:

This position requires the ability to exercise sound judgment, make informed decisions, carry out instructions and independently problem solve situations that arise and require immediate resolution.

Physical Demands

Tasks involve the ability to exert light physical effort, to include the ability to walk (to include up and down multiple flights of stairs), stoop, bent, kneel, use hands, move objects, reach, push, and pull on a regular basis.