

JOB POSTING

Position Title	Deputy Assessor – Clerk 1
Department	Assessments
Shift	8:00 a.m. to 4:30 p.m.; Monday thru Friday
Salary	\$11.57 to \$12.25 per hour
Brief Job Description	Under the supervision of the Supervisor of Assessments, performs clerical functions in the Assessments office. The position requires knowledge of the property tax system and then takes instructions according to guidelines set up by the office of Supervisor of Assessments and the Department of Revenue to keep the system current.
Education Requirements	<p>Will be required to obtain a CIAO designation from the Illinois Assessment Institute within two years of employment and maintain that designation by completing 30 hours of continuing education each year.</p> <p>High School Diploma or Associates Degree in a related field or any equivalent combination of experience and education that would provide the knowledge, skills and abilities to perform the essential functions of this position would be preferred.</p>
Additional Comments	<p>Proficient in Outlook Email, Microsoft Word and Excel; Ability to learn various software packages used in the Assessment Office; Proficient in using Fax Machine, Scanner, Paper Folding Machine, Phone, Copier and Calculator; Proficient in reading electronic charts, maps and/or atlases; Proficient in using handheld distance meters, laser measuring devices and tape measure; Ability to operate a vehicle in order to obtain property information.</p> <p>Must have valid IL Driver’s License.</p>
Instructions for Applying	<p>For application and more information on this position please go to www.livingstoncountyil.gov, click on “About Livingston”, Click on “Employment”. Send completed application to:</p> <p>Livingston County Human Resources 112 W. Madison Street, Room 202 Pontiac, IL 61764</p>
Application Deadline	4/12/2019