

# County of Grundy

## Job Posting



Date of Posting: September 4, 2019  
Applications Accepted: Posted until filled  
Job Title: Assessor Clerk  
Department: Assessor Office  
Reports To: Supervisor of Assessments & Chief Deputy  
FLSA Status: Full Time, 37.5 hrs, Non-Exempt  
Pay: \$13.50

### **SUMMARY:**

Gathers, verifies and inputs data for field appraisers on both residential and commercial property using a variety of appraisal, GIS, database, spreadsheet and/or statistical software. Inputs data into software system and downloads photographs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Gathers data on real property including, but not limited to, measuring structures, physical inspection of exterior and interior of buildings, photographing property, and noting architectural quality and intended use of the property.
2. Perform inspections of property to be appraised and re-measured when needed, noting any differences since the last inspection (mainly the overall condition) and then photographing the structure.
3. Responsible for the mailing of all residential and farm building permits to the Township Assessors.
4. Maintain all commercial and industrial building permits for all townships.
5. Verifies maps, records, address, and taxing descriptions with computer and links with county records systems before batching permits.
6. Responsible for forwarding commercial and industrial fieldwork to the Supervisor of Assessments.
7. Represents the County Assessor's office to the public.
8. General office duties as needed.
9. Communicate with the following:
  - Taxpayers
  - County and municipal zoning offices
  - Township Assessors
  - County offices in general

### **MINIMUM REQUIREMENTS:**

1. Interpretation of maps
2. Knowledge in reading legal descriptions
3. Working knowledge of Microsoft Office software
4. VPAMS administration and mass appraisal software
5. Computer data entry – all levels
6. GIS Maps
7. Calculator
8. Copier
9. Phone System
10. Scanner

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or two years of experience in construction, real estate or a related field; or equivalent combination of education and experience.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "Assessor Clerk" in the subject of the email.

No phone calls please.

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.*