



TOWNSHIP OF DEKALB JOB DESCRIPTION

TITLE:	Deputy Assessor
STATUS:	Full Time, Non- Exempt
DEPARTMENT:	Assessor's Office
REPORTS TO:	Assessor
ADOPTED/REVISED DATE:	20 January 2021

POSITION SUMMARY

Responsible for assisting the Assessor in the overall direction and management of Township's property appraisal program. Assists in identifying, inventorying, determining market values and calculating assessed valuation for the Township properties in accordance with the State regulations, methods and procedures to ensure fair and equitable assessments. Compliance with all applicable State of Illinois laws.

QUALIFICATIONS/SKILLS CONSIDERED FOR THIS POSITION

- A high school diploma.
- One (1) year in a relevant government office or three (3) years in administrative experience; recent experience preferred.
- Exceptional verbal and written communication skills; understand and exhibit basic rules of English grammar and punctuation.
- Proficient in Microsoft Word, Excel, and Outlook; knowledge of Visual Pams Pro preferred.
- Ability to be trained on software systems.
- Extraordinary interpersonal skills including understanding, patience, friendliness, courtesy, tact, empathy, concern, and politeness to others; relates well to different people from varied backgrounds and situations.
- Tolerant and able to handle stressful situations in a professional manner.
- Exhibit and maintain a high level of professionalism given the sensitive manner of taxes.
- Disciplined and motivated by working independently with minimal direction.
- Knowledge of basic office equipment; including but not limited to telephone system, copier, scanner, shredder, audio recording devices, projector, TV, DVD, handheld electronics and other related equipment.
- Comprehend and practice a basic system of safety procedures and precautions.
- Bilingual in Spanish a plus.
- Must pass criminal background check.

Under minimal supervision, performs all essential functions of the Deputy Assessor. In addition, this position performs a variety of higher level functions.

JOB RESPONSIBILITIES

<ul style="list-style-type: none"> Assist the Assessor’s office in plans, administers, and provides overall supervision of property appraisal programs for assessment purposes. 	<ul style="list-style-type: none"> Effectively and efficiently provide customer service to the public by answering phones, taking messages, facilitating them, and answering questions.
<ul style="list-style-type: none"> Responds to inquiries and requests for assessment information from the public. 	<ul style="list-style-type: none"> Attends annual seminars and other continuing education conferences as required by the State of Illinois to maintain required certification.
<ul style="list-style-type: none"> Conducts field inspections of residential, commercial and industrial properties; gathers, analyzes data and performs assessment ratio studies to determine true market values; inputs data into computer system; updates property record cards. 	<ul style="list-style-type: none"> Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field.
<ul style="list-style-type: none"> Oversees maintenance of departmental files including property records/cards, physical data and performs assessment ratio studies to determine true market values; inputs data into computer system; updates personal property. 	<ul style="list-style-type: none"> Serves as liaison between the Township and prospective business and industry investors; acts as resource for Township citizens responding to their inquiries, and interpreting applicable State of Illinois laws.
<ul style="list-style-type: none"> Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with all departments involved with updating and maintain property records and property record cards. 	<ul style="list-style-type: none"> Performs other duties of a similar or related level as necessary or assigned.

ESSENTIAL FUNCTIONS

- Discover new construction by using building permits as well as visual inspections of properties.
- Measure new construction to determine square footage as well as cubic footage as needed.
- Create and maintain a property record card and file for every parcel in the township.
- Maintain records in property database (Currently Visualpamspro).
- Assist the general public with information requests in a professional manner.
- Track property sales for trends in differences between assessment and sales to determine need for reassessment of specific areas.
- Attend classes toward obtaining or maintaining a Certified Illinois Assessment Officer designation.
- Create reports for analyzing property assessments for fairness and equity.
- May supervise volunteers and interns.
- Interact with appraisers, attorneys, tax payers, elected officials, and all parcel owner representatives.
- Maintain general office supplies; order and distribute supplies as needed.
- Other duties as assigned by the Assessor.

EXPECTATIONS OF POSITION

The Township office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. The Deputy Assessor is expected to open and close the office. This individual must be present and ready to work at 8:30 a.m. and have initiated closing procedures by 4:30 p.m. or as is otherwise required to open and close the office should office hours change.

The Township office has additional hours during the year, evenings and weekends, that may require the attendance and participation of the Deputy Assessor. The Deputy Assessor will work under the direction of the Assessor and will be required to complete tasks as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed indoors and outdoors with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment and office supplies up to 25 lbs. Examples of physical demands include walking, driving, reaching, standing, sitting for long periods of time, grasping, typing, talking, crouching, kneeling, seeing and hearing.

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TO APPLY

Please send resume and cover letter to rdyer@dekalbtownship.org or fax to (815) 758-4835, attention Richard Dyer, Assessor.