

County of Grundy Job Posting



Date of Posting:	October 24, 2022
Applications Accepted:	Posted until filled
Job Title:	Chief Deputy of Assessments
Department:	Assessor
Reports To:	Supervisor of Assessments (Chief County Assessment Officer)
Employee Status:	Full-Time, 40 hours per week, Exempt
Salary range:	\$57,000 - \$62,000

SUMMARY

Reports directly to the Chief County Assessment Officer (CCOA) and assists the CCOA in the development of policies and programs and the overall management of the Supervisor of Assessments Office (SAO). Under general direction, performs highly technical duties in the maintenance of records for property assessment purposes; acts as lead worker to other office employees; supervises the SAO in the absence of the CAO; coordinates and performs full clerical, general office duties, customer service and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned. The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

1. Maintains records and files according to an established system.
2. Acts as liaison for the township assessors and taxpayers to produce accurate property assessments.
3. Researches information to provide data and answer questions.
4. Evaluates assessor records.
5. Changes use codes as appropriate.
6. Performs various clerical duties, e.g.(utilizing standard office equipment, to include: taking incoming calls, emails, taking and transmitting messages, maintaining calendars, making photocopies, performing data entry, faxing documents, typing, and word processing).
7. Acts as lead worker for office employees, answering questions and occasionally assigning duties.
8. Supervises the County Field Appraiser office, coordinates and directs that annual work schedule, training, auditing and reviewing field work for accuracy.
9. Assists the CCAO in coordinating performance evaluations of all SAO personnel and personnel hiring/training decisions.
10. Ensures that the SAO has the necessary resources (personnel, funding, operations, etc.) to perform the duties and accomplish the mission of the SAO.
11. Coordinates the scheduling of the opening and closing of Township Assessor books.
12. Assists the CCAO in the analysis and completion of all reports to the Illinois Department of Revenue.
13. Represents the CCAO at meetings or other occasions as necessary.
14. Assists the CCAO in the duties of Clerk of the Board of Review.
15. Assumes the duties of the CCAO in the prolonged absence of the CCAO.

SUPERVISORY RESPONSIBILITIES

All SAO staff

QUALIFICATIONS

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Department operations, policies and procedures
Business English, spelling, grammar, and punctuation

Skills in:

Various office equipment; copier, facsimile and scanning devices
Microsoft Office software, Outlook, Word, Excel, Access
Verbal and/or written communications

Ability to:

Establish and maintain effective working relationships in the SAO as well as with other departments and others.
Communicate and use interpersonal skills to interact with coworkers, supervisors, the general public, etc., to converse knowledgeably and sufficiently exchange or convey information both orally and in writing.
Recognize problems, identify alternative solutions and make appropriate recommendations
Manage projects and multiple priorities simultaneously and prioritize work flow when needed
Interpret and apply policies, procedures and guidelines
Maintain filing systems
Write and edit documents
Maintain confidentiality
Manage calendars

EDUCATION and/or EXPERIENCE

- Four years of office experience providing a high volume of clerical support, organization and public contact or an equivalent combination of training and experience.
- Four years' experience and knowledge of the Property Tax Code.
- Three years of work experience managing or supervising employees.
- Two years of work experience working on behalf of or working with governmental agencies.
- Certified Illinois Assessing Officer (CIAO) certificate from the Illinois Property Assessment Institute is required for the position prior to employment consideration, and must be maintained during employment.
- Must pass the Supervisor of Assessment Examination as administered by the Illinois Department of Revenue within two years of employment or have proof of having passed the Examination within the two years prior to employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Exerting up to 20 pounds of force occasionally and /or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Position is typically a mix of field and office or administrative work and may be exposed to adverse environmental conditions, inclement weather, or outdoor environment, and Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 with “**Chief Deputy of Assessments**” in the subject of the email or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.*

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.