

County of Grundy--Job Posting Assessment Technician II



Date of Posting: December 9, 2022

Applications Accepted Until: Posted until filled

Job Title: Assessment Technician II*

Department: Assessor Office

Reports To: Supervisor of Assessment & Chief Deputy

Employee Status: Full Time, 40 hrs/week, Non-exempt

Rate of Pay: \$17.00 / hour

**Assessment Tech I rate with necessary certifications*

SUMMARY

Under general supervision, the Assessment Technician II performs a variety of responsible support work in the preparation and maintenance of assessment rolls and master property record cards, and assists with the calculation of assessments and market values of properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primarily:

- 1) Process Real Estate Transfer Declarations (RETD's) and Deeds (as obtained from the County Recorder's Office)
- 2) Research and correct legal descriptions (as needed), utilizing records from the County Recorder's Office and Probate Court Records
- 3) Determine if Deeds will result in a transfer or division of property.
- 4) Complete the Assessor's portion of the RETD's sheet as it pertains to: true arms-length transactions, property index numbers, use codes, assessed valuations, and provide various information about each transaction to the Department of Revenue
- 5) Responsible for copying the transfer for the sales files and forwarding the original documents to the Department of Revenue
- 6) Maintain all sales/RETD's in the database
- 7) Maintain property owner's names and addresses in the database
- 8) Update the Property Record Card (PRC) system (as needed)
- 9) Prepare Sales Ratio studies for the Supervisor of Assessments.
- 10) Review applications and support documents for various Homestead Exemptions.
- 11) Enter Homestead Exemptions into the computer system.
- 12) Assist taxpayers with completion of Homestead Exemption applications and renewals.

Generally:

- 13) Communicate with taxpayers, software vendors, attorneys, title companies, Illinois Department of Revenue, and other county offices
- 14) Answer taxpayer inquiries both on the phone and in the office

- 15) Any other general office duties and responsibilities, as assigned, and as appropriate in the assessment office

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and abilities required.

- 1) Expertise in legal descriptions
- 2) Expertise in Homestead Exemptions qualifications and renewals
- 3) Ability to read and interpret aerial based tax maps
- 4) Working knowledge of the Illinois Appraisal manual and its applications
- 5) Expertise in the following software applications:
 - CIC Tax Administration & Maintenance software & maintenance
 - Microsoft Office (Excel, Word, Access, Outlook)
 - Fike & Fike (mobile home software)
 - Red1 (Real Estate Transfer software)
- 6) General use of computers and computer equipment
- 7) General office equipment (calculator, copier, fax, printers, scanners, phone system)
- 8) Communication and language:
 - a. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals
 - b. Ability to write routine reports and correspondence
 - c. Ability to speak effectively before groups of people
- 9) Mathematical:
 - a. Ability to apply concepts of basic algebra and geometry
 - b. Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference and volume
- 10) Reasoning:
 - a. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
 - b. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

EDUCATION AND EXPERIENCE

High school diploma or general education degree, one to three months related experience and/or training in essential duties/responsibilities, or an equivalent combination of education and experience

CERTIFICATIONS, LICENSES, REGISTRATIONS

Certified Illinois Assessing Official (CIAO) certificate from the Illinois Property Assessment Institute - currently maintained and/or obtained within 2 years

PHYSICAL DEMANDS and WORK ENVIRONMENT

The employee is frequently required to sit, stand, walk, talk, hear, see, and use fingers, hands and arms. The employee must frequently lift and/or carry up to 20 pounds. The work environment is moderately quiet. The physical demands and work environment are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

LANGUAGE SKILLS

Ability to present information to public and co-workers. Ability to read and comprehend information and correspondence. Ability to write correspondence for any situation.

REASONING ABILITY

Ability to apply common sense understanding to carry out instruction at all levels. Ability to deal with various problematic situations as they arise with office co-workers or the public. Ability to relate with the public to solve any problem that may arise to avoid conflict

SUPERVISORY RESPONSIBILITIES

None

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 “**Assessment Technician II**” in the subject line or mail to Grundy County Administration, Attn: HR 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 for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).