

JOB OPENING

CHIEF DEPUTY ASSESSOR IN THE NOBLE COUNTY ASSESSOR'S OFFICE 2019

This is a full time position serving as the Chief Deputy to the Noble County Assessor and is responsible for assessing property, supervising personnel and assisting the public.

DUTIES:

- Assisting visitors, taxpayers, realtors and appraisers in locating and researching assessed values
- Maintaining and updating land records
- Preparing and processing assessments for real estate, mobile homes and personal property records
- Calculating new assessment values
- Preparing and submitting periodic reports as required
- Performs the duties of the Assessor in his/her absence

REQUIREMENTS:

- High School Diploma or GED required
- Must have Level 2 Assess/Appraiser certification and continually maintain that certification
- Working knowledge of standard office practices
- Working knowledge of general computer skills
- Working knowledge and ability to make practical application of department policies, procedures and legal requirements.
- Ability to provide public access to or maintain confidentiality of department information
- Ability to competently serve the public with diplomacy and respect.
- Ability to perform required arithmetic calculations and accurately measure land and building dimensions.
- Ability to read and interpret detailed surveys, plats and legal descriptions.
- Ability to audit personal property assessments
- Ability to effectively communicate in a courteous manner with co-workers, other county departments and the public.
- Ability to occasionally work extended hours and travel out of town for meetings, training or conferences.
- Possession of a valid Indiana Drivers' license and demonstrated a safe driving record.

Interested applicants must apply with an application and /or resume to the Noble County Coordinator at 101 N Orange St. Albion Indiana 46701 by 3:30PM on November 30, 2018. Noble County applications can be found on the Noble County Indiana website - Public Notices – Job openings (download application) or e-mail your information to jknafe@nobleco.us by the same date and time listed above.