

JOB OPENING DEPUTY ASSESSOR NOBLE COUNTY ASSESSOR'S OFFICE 2019

This is a full time job in the Noble County Assessor's Office for 2019 and is responsible for data entry, deed processing, new construction and essential functions of the assessment of real, personal and mobile homes.

DUTIES:

- Assisting the public with requests and assessment questions
- Maintaining and updating property record cards
- Maintaining and updating splits and combinations and the creation of new land parcels
- Entering data in the computer for new construction, removals, reassessments and/ or corrections
- Verifying and entering sales disclosure information.

REQUIREMENTS

- High School diploma or GED
- Possession of or the ability to obtain Level Assessor/Appraiser certifications
- Knowledge of real estate assessment/appraiser techniques
- Working knowledge of standard office equipment
- Ability to maintain departmental files
- Ability to communicate orally and in writing with co-workers, other county offices and the public
- Ability to competently serve the public with diplomacy and respect.
- Ability to read legal descriptions and survey data
- Ability to occasionally work extended hours and travel out of town for meetings, training and conferences.
- Possession of a valid Indiana Driver's license and demonstrated a safe driving record.

Interested applicants should send an application (found on the Noble County Indiana website – Public Notices – Job openings - download application) and / or resume to the Noble County Coordinator @ 101 N Orange St Albion Indiana 46701 or e-mail your information to jknafel@nobleco.us by 3:30PM on Friday November 30, 2018.