

POSITION OPENING

Third Deputy Assessor

Monday – Friday, 8:30 – 4:30

Duties:

- Responsible for processing/performing real and personal property assessments, maintaining appropriate documentation, and assisting the public.
- Answer telephones and respond to inquiries from realtors, tax representatives, mortgage companies, and members of the public, providing property and assessment information and/or directing callers to appropriate individual or department.
- Assist tax payers at the counter, answering questions, researching information in computer, filing forms, providing copies of aerial maps, and printing property cards as requested.
- Process accounts payable claims. Prepare property tax appeals to go before the Property Tax Assessment Board of Review, including finalizing forms, scheduling hearing appointments and notifying petitioners of hearing dates/time, and providing documentation for Board.
- Process tax exemptions, assist in entering personal property assessments, verifying property data, and preparing and maintaining appropriate documentation.
- Verify and enter sales disclosure data in computer and ensure accuracy with corresponding deed.

Requirements:

- High school diploma or GED.
- Ability to pass a medical exam and drug test.
- Ability to competently serve the public with diplomacy and respect.
- Possession of or ability to obtain Level I Assessor/Appraiser certification within 6 months and Level 2 certification in 1 year.
- Computer skills a must.
- Ability to maintain confidentiality, comply with Departmental policies, perform arithmetic functions, calculate taxes, operate standard office equipment and work as a team member.

Submit application and or resume to Gary Hensley at ghensley@dearborncounty.in.gov.