

# **CHIEF COUNTY ASSESSMENT OFFICER**

## **Williamson County**

Competitive Salary Commensurate with Experience

### Position Summary

The Chief County Assessment Officer (CCAO) directs activities related to the administration of the county's property tax assessment process pursuant to the Illinois Property Tax Code. Responsibilities include equalizing assessed value to ensure equitable distribution of the tax budget; ensuring the accuracy of technical analyses valuing taxable property; and maintaining master records of property and other taxable assets. In addition, work involves performing property analysis, trend identification, and establishing value reports at the township level and the site level and Platt Officer. This position is appointed by the County Board Chair for a four-year term, with consent of the full County Board.

This is a department head classification, supervising and reviewing the work of thirteen full-time employees.

### Essential Duties and Responsibilities

- Administers the daily activities of the department by responding to inquiries and correspondence, reviewing the work of professional staff and consultant work products.
- Prepares and manages departmental budget; maintains complete records of expenses and accounts.
- Administers department policy and updates procedures for efficiency; supervises department personnel, including recruitment, training, performance evaluation and discipline; maintains personnel records; completes and submits departmental payroll.
- Directs and coordinates the activities of the department in the valuing and assessment of taxable properties in the County.
- Prepares and maintains tax maps and parcel ownership information.
- Analyzes taxable property values to standardize and implement values for the County
- Issues certificates of error.
- Publishes property assessment rolls and sends notices of assessment to property owners.
- Supervises exemptions including homestead, senior freeze, and non-homestead exemption processes.
- Ensures that homestead and non-homestead exemptions are current and correctly applied.
- Ensures the accuracy and uniformity of assessments within the County through the collection and analysis of departmental and assessment jurisdictional data.
- Ensures the timeliness and accuracy of County assessment records through the compilation and recording of the data affecting real property assessments.

- Compiles and updates assessments of real property.
- Ensures that data on property sales and market values is compiled and analyzed.
- Reports statistical abstracts to the Illinois Department of Revenue.
- Assists the County Board of Review and serves as clerk of the Board by law. Certifies assessment roll to the Board of Review.
- Ensures that all Review Board actions, decisions, notices, publications, complaints and other work is processed correctly in accordance with statutory requirements.
- Seeks to advise and educate the public with the resolution of problems pertaining to area assessment issues, often using public speaking opportunities to educate property owners and residents on assessment issues.
- Performs related work as required and assigned.
- Additionally, state law requires that a CCAO “shall hold no other lucrative public office or public employment”.

#### Knowledge, Skills and Abilities

- Must have excellent communication skills, both oral and written, ability to solve problems in a logical and analytical manner, and to establish and maintain effective working relationships with other County officials, departments, outside agencies, and the public.
- Ability to speak effectively before groups of employees and public groups and respond to questions.
- Considerable knowledge of principles and practices used in appraisal activities.
- Considerable knowledge of the Illinois Property Tax Code and/or any other requirements governing assessment of property and equalization of assessed values.
- Considerable knowledge of techniques for developing property, land use controls, and related guidelines.
- Ability to utilize computer hardware and software systems and other office equipment (phones, keyboards, etc).
- Develop and maintain working knowledge of position relevant programs, including, but not limited to Microsoft Word, Microsoft Outlook, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat, BPAM, and CAD.
- Ability to exercise independent judgement, define problems, collect data, establish facts, and draw valid conclusions.

#### Required Qualifications

- The Illinois Property Tax Code specifies that to enter upon the duties of this position, a person must possess one of the following certifications, currently active as certified by the individual to the County Clerk:
- A Certified Illinois Assessing Officer Intermediate Certificate from the Illinois Property Assessment Institute; OR
- A Certified Assessment Evaluator certificate from the International Association of Assessing Officers; OR
- A member of the Appraisal Institute (MAI), Resident Member (RM), Senior Real estate Analyst (SREA), Senior Real Property Analyst (SRPA), or Senior Resident Analyst (SRA) Certificate from the Appraisal Institute or its successor organization.
- 4-6 years of experience valuing and assessing taxable properties, including minimum of two years of supervisory or lead experience in the field of finance or appraisals or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities

### Benefits Package

Williamson County offers a comprehensive benefits package including:

- Medical, Dental and Vision Insurance
- Supplemental Insurance: Life, Critical Illness and Accident
- Life Insurance
- Illinois Municipal Retirement Fund (IMRF Pension)
- Paid time off: vacation days, personal days, sick days, holidays

### About Williamson County Government

Williamson County has a population of over 67,000 with 52,000 parcels. Williamson County has over 300 employees.

To learn more about Williamson County please visit [williamsoncountyil.gov](http://williamsoncountyil.gov).

### How to Apply

Go to [williamsoncountyil.gov](http://williamsoncountyil.gov) under Human Resources tab print out the application.

Please send application, cover letter and resume to [benefits@williamsoncountyil.gov](mailto:benefits@williamsoncountyil.gov)

Confidentiality of your application is maintained upon request.

Williamson County Government is proud to be an Equal Opportunity Employer.