

Position: Assistant Supervisor of Assessments

Type: Full time, Non-Union

Description: Primary assistant to the Supervisor of Assessments (CCAO) in statutory duties as well as managing an office of up to fourteen. Statutory duties in a Commission County include: finding and listing property, valuing all real property, administering exemptions, and serving as the Clerk to the Board of Review. Additional duties for the Williamson County CCAO include: Plat Officer, Flood Plain Coordinator, Building Permit Official, and GIS Coordinator.

Requirements: Existing C.I.A.O. Designation, or the ability to obtain the designation within one year of employment. Ability to thrive in a fast paced local government office. Ability to independently prioritize, problem solve and manage responsibilities

Desired Skill/Qualifications: Managerial experience, Database knowledge, familiarity with types and styles of construction,

Compensation: Starting at appx. \$45,000/yr plus excellent benefits (health insurance, IMRF, etc.)

To apply send a letter, resume, C/v, or Williamson County application to:

Williamson County Supervisor of Assessments
407 N Monroe, Suite 205
Marion, IL 62959

Or email asimpson@williamsoncountyl.gov