

# **CRAWFORD COUNTY ASSESSOR**

**The Crawford County Assessor is taking applications for employment for the following full-time positions: Administrative Assistant/Property Appraiser**

Applicant must be able to assist in the coordination of the day-to-day operations of the Crawford County Assessor's office. Applicant must be able to perform general office duties, be organized, and have good communication and public relations skills. The following duties are normal for this position and include Property Appraisal, entering data into CAMA Pricing Software, Abstract/Reconciliation, Parcel Splits and Merges, Exemptions and Credits, and the ability to read legal descriptions. This position will also require outside work, involving walking and climbing many types of grades and terrain and exposure to various weather elements. The duties listed are not to be constructed as exclusive or all-inclusive. Other duties may be required and assigned as needed.

The work schedule is 8:00 a.m. to 4:30 p.m. Monday through Friday. Frequent continuing education, workshops and overtime as needed.

## **Qualifications:**

- HS Diploma or GED
- Knowledge of laws pertaining to assessment of property and laws pertaining to tax exemption preferred
- Experience in property appraisal
- Ability to understand written or verbal instructions
- Ability to perform mathematical functions
- Knowledge and experience with computer equipment and software. Proficient in Excel and Word
- Knowledge of CAMA, Tyler Incode 10 and GIS Mapping Software is preferred
- Quickly learn and put to use new skills and knowledge brought about by changing technology
- Experience in all aspects of excellent customer service and communication skills
- The ability to handle confrontation and difficult situations
- Possess a valid driver's license and be insurable
- Ability to travel to properties in order to perform appraisals
- Ability to meet the physical demands of the job as required
- Regular, reliable, and punctual attendance required

## **Compensation:**

- Salary range: \$44,000 to \$48,000 per year, Depending on qualifications.
- Benefit package available as per Crawford County Assessor Handbook

Please submit a resume, cover letter and application to the Crawford County Assessor's Office. Applications are available at the Assessor's Office and online at [www.crawford.iowaassessors.com](http://www.crawford.iowaassessors.com). Applications will be accepted until position/s are filled. The Crawford County Assessor's Office is an equal opportunity employer. All potential candidates will be expected to complete and pass a drug test and physical prior to employment.

Crawford County will not discriminate against any person on the grounds of race, color, national origin, gender, age or disability.

**Please direct any questions to:  
Madison Jacobsen, Crawford County Chief Deputy  
(712) 263 – 3447 or [mjacobsen@crawfordcounty.iowa.gov](mailto:mjacobsen@crawfordcounty.iowa.gov)**