

CRAWFORD COUNTY ASSESSOR

The Crawford County Assessor is taking applications for employment for the following full-time position: Deputy Assessor and/or Administrative Assistant / Property Appraisal

Applicant must be able to assist in the coordination of the day-to-day operations of the Crawford County Assessor's office.

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. 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
- Certification for eligibility to appoint as per Code of Iowa, Chapter 441.5.
- Knowledge of laws pertaining to assessment of property and laws pertaining to tax exemption
- 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

Compensation:

- Salary range: Depending on qualifications.
- Benefit package available as per Crawford County Employee 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. Applications will be accepted until 4:30 p.m. on June 28, 2024. The Crawford County Assessor's Office is an equal opportunity employer. All potential candidates will be expected to complete and pass a drug test prior to employment.

Please direct any questions to:

Seth Weis, Crawford County Assessor

(712) 263 – 3447 or [sweis@crawfordcounty.iowa.gov](mailto:sweis@ crawfordcounty.iowa.gov)