

The Henry County Assessor's Office has a full-time position opening, Deputy Assessor. The position of Deputy Assessor is a 35-hour work week; non-exempt; and is classified as a COMOT III (computer, office machine operations, technician) job category. The 2023 annual salary of \$33,279 is paid bi-weekly, for this position. Following the successful probationary period, benefits offered include medical, dental, vision, life, short-and long-term disability, various wellness policies and retirement plan. The county has scheduled paid holidays.

The incumbent serves as Deputy for the Henry County Assessor's office, responsible for assessing property, maintaining related records, and assisting the public. A job description is attached for view of the duties, skills and responsibilities for this position.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Please submit a resume, to include three professional references and a cover letter to Assessor Jodie Brown, via email, jbrown@henrycounty.in.gov, on or prior to December 9, 2022, by 1:00 p.m.

Henry County Government Offices is an Equal Employment Opportunity Employer

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Deputy
DEPARTMENT: Assessor
WORK SCHEDULE: 7:00 a.m. - 5:00 p.m., T-Th; 7:00 a.m. – 4:00 p.m., F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: 1989 **STATUS:** Full-time **DATES REVISED:** Nov. 1996, July 1999,
June 2014 **FLSA STATUS:** Non-exempt

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Incumbent serves as Deputy for the Henry County Assessor's office, responsible for assessing property, maintaining related records, and assisting the public.

DUTIES:

Answers telephone and receives office visitors, providing assistance and information, and explaining assessed valuations. Assists visitors in locating and researching various records, as requested.

Maintains/updates property records with land splits, combines, transfers, new and additional assessments and changes and/or destroyed properties, including entering/drawing information on computer, maps and plats, printing new property record cards, filing and sending copies to appropriate individuals. Exchanges information frequently with other County departments.

Prepares/processes real estate assessments, including making calculations according to state standards, entering data on computer, completing, copying, filing and mailing notices. Processes exemptions for non-profit, and property deeds.

Prepares and submits various related reports as required or requested.

Types a variety of documents as assigned, such as correspondence and tax assessment lists. Copies, files, and processes building permits for appropriate personnel, and monitors records for correct assessment.

Assists with assessment procedures as needed, such as sales disclosures, rental valuation information, personal property, mobile homes, and appraisals, including distributing assessment forms and supplies, responding to inquiries, reviewing tax collections for accuracy, and resolving discrepancies/ problems.

Periodically conducts field research, including driving to/from various sites, inspecting new and destroyed construction and personal property, verifying data, measuring and recording dimensions.

Periodically attends training sessions as required or needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Ability to successfully complete required training.

Working knowledge and proficient in Microsoft Office, emphasis on Word and Excel.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of department policies and procedures and legal requirements, and ability to prepare, process and maintain property records, including computer files, maps and plats.

Ability to perform required mathematical calculations and accurately measure land and building dimensions.

Ability to type with speed and accuracy and properly operate standard office equipment, such as calculator, copier, computer, printer, and typewriter.

Ability to effectively communicate in a courteous manner with co-workers, other County departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

Acquire Certification of Level II, Indiana Assessor Certificate, within 2 years of hire.

III. RESPONSIBILITY:

Incumbent calculates assessments and maintains property records according to Department and legally defined policies and procedures, exercising judgment in determining grade and condition of buildings, identifying and resolving discrepancies/problems. Unusual situations are reviewed with supervisor. Errors in incumbent's work are usually prevented through procedural safeguards and detected through notification from other departments, agencies or the public, with undetected errors resulting in loss of time for correction, loss of money to the County or the public, and/or inconvenience to other agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, resolving problems.

Incumbent reports directly to County Assessor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and at a service counter, involving sitting for long periods, standing for long periods, crouching/kneeling, bending at waist, lifting objects under 25 pounds, handling/grasping/fingering objects, and close vision. Incumbent periodically drives to/from various property sites and is exposed to normal traffic hazards and occasionally to inclement weather. Incumbent occasionally works extended and/or evening hours, and occasionally travels out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy for the Assessor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print/Type Name