

# Assistant Assessor - Marion Township

## Job description

### Job Summary:

We are seeking a dedicated and detail-oriented Assistant to support our team in various administrative and operational tasks. The ideal candidate will possess strong analytical skills, and the ability to conduct quantitative research.

### Duties:

- Receives and processes Homestead Exemption/Homestead Resident Forms and Property Transfer Affidavits.
- Data entry of various property assessment information and records including deeds, Homestead Exemptions, Property Transfer Affidavits, land splits and combinations, personal property, and field work information.
- Answers phone inquiries and provides property assessment information to the public.
- Assists Township Assessor in the field of measuring, photographing, drawing, and finalizing commercial, residential, industrial, agricultural, and personal properties.
- Prepare and issues periodic reports as required. The statement of tasks above is intended to be illustrative of the many duties that may be assigned. It is not to be interpreted to describe all the duties an employee in this job classification is required to perform.

### Preferred Knowledge, Skills, and Abilities:

- Preferred MCAT certification or higher.
- Knowledge of property assessments and appraisal techniques and procedures.
- Knowledge of property tax laws and State Tax Commission forms.
- Ability to read, write, and draw basic property descriptions.
- Ability to collect and analyze sales data.
- Knowledge of computer systems and related software.
- Ability to perform rapid mathematical computations accurately.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to deal with other agencies and the public in a courteous and effective manner.
- Ability to communicate effectively both orally and in writing.

Join our team as an Assistant where you can contribute your skills while gaining valuable experience in a dynamic environment!

**Job Type:** Full-time

**Pay:** \$40,000.00 - \$45,000.00 per year

**Benefits:** Health insurance, Health savings account & Paid time off

**Schedule:** 8-hour shift

**Work Location:** In person at the Marion Township office.

**Submit Resumes to:** [supervisor@mariontownship.com](mailto:supervisor@mariontownship.com) & [tammybeal@mariontownship.com](mailto:tammybeal@mariontownship.com)