

**Job Title:** Deputy Assessor

**Location:** Cuba Township, Illinois

**Employment Type:** Part-Time or Full-Time (Benefits available for full-time positions)

**About Cuba Township:**

Cuba Township is committed to providing fair and transparent property assessments to support our community. We are a small, close-knit team dedicated to customer service, accuracy, and integrity. This Deputy Assessor role is ideal for individuals early in their property assessment careers who are looking to grow their skills in a supportive, hands-on environment. The role combines both field and office work, requiring accuracy, an eye for detail, and an interest in public service.

**Position Summary:**

The Deputy Assessor supports the Township Assessor in conducting property assessments across the township to ensure fair and equitable valuations for all residents and businesses. This role is an excellent fit for someone interested in developing expertise in property assessment. The ideal candidate will have strong attention to detail, an eagerness to learn, and a commitment to serving the community with accuracy and professionalism.

**Key Responsibilities:**

- Conduct field inspections of residential, commercial, and agricultural properties to collect accurate data essential for property assessments.
- Perform property assessments for various property types under the guidance of the Township Assessor.
- Assist in processing property assessment appeals, preparing data, and presenting information for Board of Review hearings to ensure fair valuations.
- Help maintain and update property records in the township's assessment database, analyze property data, and prepare assessment reports.
- Provide courteous and responsive customer service by assisting property owners with questions regarding assessments, explaining assessment procedures, and addressing general inquiries.
- Regularly use Excel, Word, and Outlook for data entry, reporting, and communication tasks.

**Qualifications:**

- High school diploma or equivalent; some coursework or background in real estate, public administration, or a related field is helpful but not required.
- 1-2 years of experience in property assessment, real estate, or a related field is beneficial but not required; training is available.
- Precision in measurement and observational skills for fieldwork.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.

- Basic data management and reporting skills within Excel, including experience with spreadsheets, formulas, and data organization.
- Ability to learn and effectively use CAMA and Sketch software, as well as GIS technology in an end-user capacity.
- Certified Illinois Assessing Officer (CIAO) designation is a plus but not required (can be pursued as part of the role).
- Valid driver's license required for conducting field inspections.

**Additional Qualities:**

- Eager to learn and grow in the field of property assessment.
- Flexible and adaptable to changing tasks as needed.
- Interested in public service and community involvement.

**Employment Options:**

- **Full-Time:** Eligible for a competitive benefits package, including health insurance, an IMRF pension, retirement contributions, and paid time off. Standard office hours are Monday to Friday, 9 a.m. to 4 p.m., with holidays off.
- **Part-Time:** Flexible hours, with a focus on accommodating the township's needs while balancing the candidate's availability. Part-time hours are available within the standard office hours of Monday to Friday, 9 a.m. to 4 p.m., with holidays off.

**Compensation:**

Cuba Township offers competitive pay based on experience and qualifications. This role provides an excellent growth opportunity for someone starting or looking to expand their career in property assessment.

**Application Process:**

To apply, please submit your resume and a cover letter to [Assessor@CubaAssessorIL.gov](mailto:Assessor@CubaAssessorIL.gov). In your cover letter, please explain why you are interested in this entry-level to intermediate role and how it aligns with your career goals.

**Additional Information:**

Preference may be given to candidates residing within Cuba Township. However, all qualified applicants are encouraged to apply. Cuba Township is an equal opportunity employer and is committed to providing a diverse and inclusive work environment.

*Cuba Township supports ongoing professional development for team members in property assessment and related fields. Training is provided for this role, and growth opportunities may be available as expertise is developed.*