



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307
(Internal / External)

Department: LAKE COUNTY GOVERNMENT

Location: Calumet Township Assessor
501 East 5th Avenue
Gary, IN 46402

Position: Deputy Assessor

Classification: (Full Time)

FLSA: Non-Exempt

Direct Reports: 3

Reports to: Assessor, Assessment Coordinator & Office Manager

Requirements: High School Diploma / G.E.D., (must be 18 yrs. of age w/ diploma or equivalent, must have a valid Indiana Driver's License with the ability to be insured). Indiana Assessor / Appraiser Level II or Level III Certification. ** (Candidates would attain the required knowledge, skills, and level of certification through daily office procedures and completion of required coursework for each level of certification. Equivalencies may be considered). Must possess strong mathematical, organization, time management, and communication skills and effective stress management skills.

Position/ Summary:

To determine the value of properties, field reviews and site inspections in Lake County. Employee would enter real estate and sales data, process assessment forms, validate sales disclosures, address web inquiries, prepare agenda for PTABOA, train new staff, and assist in various departments as needed.

Essential Duties/Responsibilities:

- The position of Deputy consist of fieldwork, site inspection in accordance with compliance of the Assessment Guidelines. Candidate must have good customer service skills either face-to-face or via telephone while assisting taxpayers. Basic operation of a computer, data entry and proofreading skills are required. Must be able to manage time, organize and multitask. Must have reliable transportation, Level II Assessor Certification or Level III Assessor Appraiser Certification and strong Commercial/Industrial experience. Candidate must also have problem solving skills and excellent written and verbal communication skills.
- Must have the ability to review information about transfers of property, to ensure its accuracy, checking basic information on buyers, sellers and sales prices and making corrections as necessary. Assess the concerns/needs of taxpayers and provide excellent customer service. Must have knowledge of CAMA software, GIS and MLS; and working knowledge Microsoft Office (Word, Excel).

OTHER DUTIES:

Perform all other duties as required.

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of performing duties including lifting up to 25 lbs. Position requires full use of arms, hands, and legs. Be able to bend, walk, and reach overhead. Correctable normal range vision, correctable normal range hearing. Must be able to tolerate continuous periods of sitting – up to 4 hours, tolerate continuous periods of standing – up to 3 hours and repetitive motion activity involving keyboarding for up to 3 hours.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that supplies are maintained and ordered as needed.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management.

SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, ability to work as a team with supervisors, staff, and the general public.

All Resumes and applications must be sent to the Lake County Human Resources Department

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Applications are located on the 3rd floor of Government Center in Human Resources