

## **JOB OPENING - APPRAISER JACKSON COUNTY ASSESSOR'S OFFICE**

The Jackson County Assessor's Office is currently accepting applications for the full-time position of Appraiser. Duties include assisting in the day to day operations of the county assessor's office including appraisal of all property subject to valuation including under general direction of the County Assessor, locate, lists, inspect and appraise for assessment purposes residential, commercial, industrial and agricultural property in Jackson County to determine fair market value for use in the computation of property taxes to be levied.

Individuals must possess the following knowledge, skills and abilities:

- Knowledge of the principles and procedures of real property appraisal and assessment, mapping and taxation.
- Skill in dealing with people including hostile or uncooperative individuals.
- Ability to communicate effectively in written and oral form.
- Ability to use tape measures and calculators.
- Strong computer skills with proficiency in Microsoft Office products including Word, Excel, and Outlook.
- Knowledge of databases and capability to create basic queries
- Ability to read and locate property descriptions from maps and other source materials.

Individuals must be able to explain and demonstrate that the individual can perform the essential functions of the position, with or without reasonable accommodation, using some other combination of skills and abilities. Must possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the position.

Eligible candidates must possess a valid Iowa driver's license and must have a high school diploma or equivalent. Preference given for prior work experience in assessment, appraisal, real estate or construction.

An application is available online at [www.co.jackson.ia.us/jobopenings.htm](http://www.co.jackson.ia.us/jobopenings.htm) or at the Jackson County Assessor's Office.

Mail completed application and resume to:

Jackson County Assessor's Office  
201 W Platt Street  
Maquoketa, IA 52060

OR email to [lkoos@co.jackson.ia.us](mailto:lkoos@co.jackson.ia.us)

Jackson County is an equal opportunity employer and will take whatever affirmative actions are necessary to assure equal employment opportunity in all aspects of their employment practices irrespective of race, creed, sex, national origin, age or disability.