

## Position Available

The Jackson County Assessor's Office is seeking applications for the position of Data Specialist.

Position:	Data Specialist
Location/Department:	Jackson County Courthouse, Assessor's Office
Position Reports to:	Assessor
Work Week:	Full-time
Pay:	Up to \$40,326 depending upon experience and qualifications

Primary duties of the position are to maintain property transfer and related records in the CAMA system, maintain permit records in CAMA and spreadsheet format, prepare letters and forms to send to property owners, scan documents into CAMA and other systems, assist property owners with credit and exemption applications, handle telephone and counter traffic and perform any and all other duties or responsibilities as directed by the assessor or by the chief deputy.

Qualified applicants must be a high school graduate or equivalent and possess a valid driver's license, and have excellent computer skills. Additional job duties and requirements are available in the Assessor's office or at [www.co.jackson.ia.us](http://www.co.jackson.ia.us).

Provide cover letter and resume along with a completed Jackson County employment application (available at [www.co.jackson.ia.us](http://www.co.jackson.ia.us)) and send to:

**Jackson County Assessor  
201 W. Platt Street  
Maquoketa, IA 52060**

**Or email to:**

**[lkoos@co.jackson.ia.us](mailto:lkoos@co.jackson.ia.us)**

**Application deadline is 4 P.M. January 15, 2018**

Jackson County is an equal opportunity employer