

PUBLIC NOTICE - JOB POSTING

The Jackson County Assessor is accepting internal applications
For the position of: Data Specialist

DATE: December 21, 2018

POSTED Friday, December 21, 2018 12:25 PM

Position:	Data Specialist
Location/Department:	Jackson County Courthouse, Assessor's Office
Position Reports to:	Jackson County Assessor
Work Week:	Full-time, 35 hours per week
Salary:	Up to \$40,326, based upon experience and qualifications

The Jackson County Assessor's Office has a position open for a full-time Data Specialist.

Minimum requirements are high school diploma or equivalent and valid driver's license. Some training in or knowledge of property assessment, appraisal and legal descriptions, and prior experience working in a multi-person office is preferred. Proficiency in Microsoft Office programs is preferred. Salary not to exceed \$40,326, based upon experience and qualifications.

Detailed job description and application are available on this site under job openings, or from the Assessor's Office, 201 W Platt Street, Maquoketa.

Application deadline to apply is no later than 4:00 p.m. on Friday, January 15, 2019.

Interested applicants should forward formal application and resume if available to:

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