

JOB OPENING

Clerk II/Declarations and Exemptions (Chief County Assessment)

Qualifications: A high school diploma or equivalent and zero to six (6) months related experience are required.

Duties: Completes documentation related to all real estate property transfers and exemptions in the County; assists taxpayers with problems or questions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- completes transfer of property cards for all parcels located within the County; transfers pertinent information such as ownership names, sale prices, etc; copies for files and submits copy to data entry operator
- completes and makes copies of Declaration Sheets, sends copies to State of Illinois, County Treasurer's office and Local Township Assessor's offices
- processes Homestead Improvement Exemptions General Homestead Exemptions and/or state/local exempt properties; prepares applications, determines eligibility, and assures that the correct information is entered into the system
- maintains accurate records of those entitled to exemptions
- performs telephone and front counter duties; receives and refers customer inquiries, requests, checks and verifies discrepancies, obtains and provides information and implements appropriate corrective procedures
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

SUBMIT ALL APPLICATIONS BY JULY 24, 2017 TO:

JOSEPH DAUDERMAN
MADISON COUNTY CHIEF COUNTY ASSESSMENT
155 N.MAIN ST., STE 229
EDWARDSVILLE, IL 62025

Starting salary is \$16.35 per HR Grade 4.

This position is covered under the AFSCME Union contract and supervision is provided by the Chief Deputy Chief County Assessment.

An Equal Opportunity Employer