

JOB OPENING

Board of Review Member (Board of Review)

QUALIFICATIONS AND EXPERIENCE

Pursuant to 35 ILCS 200/6-10, to serve on the Board of Review, a candidate must have passed the examination prepared and administered by the Illinois Department of Revenue to determine competency to hold office. Madison County requires experience in the field of real estate, appraisal, or property tax administration.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Formulates decisions on county property tax appeals
- Conducts hearings, evaluates evidence, and issues written decisions on these appeals
- Responds to State Property Tax Appeal Board cases by gathering appraisal data, evaluating all evidence and submitting findings to the State
- Processes and approves exemptions, certificates of error, destructions, add omitted property and changes assessments when necessary thru the Board's own motion
- Applies township multipliers

SUBMIT ALL APPLICATIONS BY JULY 27, 2017 TO:

**Kimberly Thomas
Madison County Board
157 N Main St, Ste. 165
Edwardsville, IL 62025**

Starting salary is \$34.48/hr.

Supervision is provided by the Madison County Board.

An Equal Opportunity Employer