



CAREER OPPORTUNITY

Job Title: Office Manager
Department: County Assessor
Reports To: Chief County Assessor
Location: 157 N. Main Street, Edwardsville
Starting Salary: Hourly Rate \$21.69
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: January 14, 2019 (Or until filled)

QUALIFICATIONS

- Education: A high school diploma or equivalent
- Experience: 3 to 5 years of progressive experience
- Certified Illinois Assessment Official certification
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Assists in preparing departmental budget
- Prepares confidential correspondence & schedules appointments for the Chief Assessor
- Assists the Chief Assessor in scheduling job assignments, lunches and breaks for all non-management employees
- Maintains time records and all time requirements utilizing HRIS
- Schedules education classes and conducts in-house training courses in the assessment process
- Types, files and orders office supplies
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit resume and applications to:

J. Dauderman, 157 N. Main Street, Suite 229, Edwardsville, IL 62025 - Email: jrdauderman@co.madison.il.us

Visit <http://www.co.madison.il.us/jobs> for application and full posting.