

JOB OPENING

Post Date: 11/01/2024

Property Assessor Clerk (Full-Time) Marshall County Property Assessor's Office

This is very responsible administrative work assisting with the coordination of property assessments for the Marshall County Property Assessors office. Activities associated with the job include assisting with the entry of new construction and land data into the computer system, prorating values, gathering information from various county offices involved with property issues, preparing Request of Review forms for field personnel, and providing assistance to taxpayers, accountants, realtors, attorneys, appraisers, etc. regarding tax assessments, ownership, deed references, appraised values, sales verification, etc. Job responsibilities require a working knowledge of state and local taxation laws and property assessment practices, dedicated attention to detail, strong interpersonal, organizational, and decision-making skills, and the ability to meet existing deadlines and reporting requirements. Job performance is evaluated by the Chief Deputy Property Assessor and/or Property Assessor through review of the accuracy and thoroughness of real property appraisals, interpersonal, organizational, and decision-making skills and expertise in property taxation regulations and practices. Work is also subject to quarterly audits from the State Division of Property Assessments to determine accuracy, adherence to state and county policies and compliance with the state mandated audit program.

Necessary Work Requirements

Graduation from an accredited four year high school supplemented with additional course work in accounting, business administration, bookkeeping, or related field; considerable experience working in county government preferably in property assessment; considerable knowledge of the laws and regulations governing the assessment of real and personal property in the State of Tennessee; ability to maintain detailed records and related information; experience working with the public; strong interpersonal, organizational and decision making skills; dedicated attention to detail; or any equivalent combination of education and/or experience.

- Knowledge of state and local assessment codes, regulations, and policies pertaining to real and personal property.
- Knowledge of accounting practices and mathematical computations associated with the calculation of real and personal property assessments.
- Knowledge of the state mandated personal property audit program.
- Knowledge of the structure and function of county government offices and the relationships required for consistent and uniform dissemination of relevant information.
- Knowledge of property assessment and appraisal practices and techniques.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's License and the ability to obtain insurance at standard vehicle liability rates.
- Completion of a criminal background check and drug screen.

Benefits

- Health, dental, vision, life insurance and optional benefits at reasonable rates.
- Paid sick leave, vacation leave (after 6 months), bereavement leave, and birthday leave.
- TCRS benefit retirement plan.

TO APPLY:

- An Application and Job Description may be picked up from the Marshall County Human Resources Office, 3309 Courthouse Annex, 3rd floor, Lewisburg, TN 37091 or obtain from www.marshallcountyttn.com.
- Completed applications and resumes will be accepted by Marshall County HR **until the position is filled.**
- No late applications will be accepted. No phone calls please.