



Northfield Township

Title of position: Deputy Assessor/General Office Assistant

Position type: Full-time (40 hours a week), non-exempt, occasional weekend and evening hours

Reports to: Northfield Township Assessor, takes direction from Township Supervisor and Township Administrator

Hours: Monday – Friday 8:30 am – 4:30 pm, 11:00 am – 7:00 pm one or two Thursdays a month as needed, occasionally attend events on the weekend or evening hours

Start Date: January 10, 2022

Salary and Benefits: Salary: mid-\$40,000

Benefits: Generous paid time off, including vacation, sick time, personal days and 13 paid holidays. Medical, dental and vision insurance, participation in 457 deferred compensation program

Location: Northfield Township Government Office, 2550 Waukegan Road, Suite 100, Glenview, IL 60025

Northfield Township Government office provides a variety of services to the residents of Glenview, Northbrook and Northfield, Illinois.

Join a friendly, professional team focused on providing outstanding service to the residents of our community.

Description of responsibilities: Represent and assist the Northfield Township Assessor, in a friendly and professional manner in service to Northfield Township residents. Be a property taxpayer advocate and assist residents with property tax appeals, exemptions and other areas relating to real property tax valuation. The deputy also acts in the role of general office assistant for the Township office.

An ideal candidate would possess a bachelor's degree and three years of work experience in the fields of real estate, communications, business, or finance; or an associate's degree and five years of work experience in the fields real estate, communications, business, or finance. Excellent customer service skills, along with the ability to operate in a team setting and cross train in all areas of Township Government is a must.

Must be proficient in Microsoft Office, Google Workspace and data entry. Preference is given to candidates with previous assessor or real estate experience. Northfield Township residency is a plus.

How to apply: Email a cover letter and resume to Gayle Curcio at gaylec@northfieldtownship.com. To view the complete job description, visit www.twp.northfield.il.us.com.

Closing date: December 6, 2021

Northfield Township is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.