



Northfield Township

JOB DESCRIPTION

Title: Deputy Assessor/General Office Assistant

Status: Non-exempt, paid hourly

Hours: Monday – Friday 8:30 am – 4:30 pm
11:00 am – 7:00 pm one or two Thursdays a month, occasional attendance at events on weekends or evening hours

Reports To: Township Assessor, takes direction from Township Supervisor and Township Administrator

Start Date: January 10, 2022

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

Summary:

Represent and assist the Northfield Township Assessor in a friendly, professional manner in service to the residents of Northfield Township. Be a property taxpayer advocate as well as a resource for all inquiries related to real property. In addition to performing the duties related to the Northfield Township Assessor's office, the deputy also acts in the role of general office assistant for the township office.

Essential Duties & Responsibilities:

Deputy Assessor Duties:

- Take an oath of office to uphold the Constitutions of the United States and the State of Illinois and faithfully discharge the duties of the office of Deputy Assessor of Northfield Township
- Property taxpayer advocate for the residents of Northfield Township
- Assist residents on the telephone, online and in-person with property tax appeals, exemptions and other areas relating to real property tax valuation
- Data input of building/occupancy permits from Township villages and unincorporated areas
- Manage all Assessor communications
- Assist in updating and maintaining Assessor email list and website
- Provide cross training in Assessor duties
- Perform other duties as assigned
- Attend classes in the field assessments and work towards a recognized assessor designation
- Attend meetings and seminars as required

General Office Duties:

- Provide telephone and in-person support for all Township services and referrals to other agencies as needed
- Provide Passport Acceptance Agent services
- Provide Illinois Notary services
- Assist food pantry clients

- Cross train in all areas as assigned

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to converse knowledgeably and communicate effectively, both orally and in writing
- Provide outstanding customer service, in-person, over the phone and via email
- Ability to operate in a team setting
- Possess general office skills, ability to establish and meet office production goals and effectively utilize time with minimal oversight

Education and/or Experience

Minimum Education:

- Associates degree and
- Five years of work experience in the fields of real estate, business, finance or communications

OR

Preferred Education:

- Bachelor's degree and
- Three years of work experience in the fields of real estate, business, finance or communications

Computer Skills

Proficiency in Microsoft Office, Google Workspace and data entry

WORKING CONDITIONS

Physical Requirements

- Must be able to remain in a stationary position for a large percentage of the day
- Occasionally move about inside the office and food pantry to access file cabinets and office equipment
- Operate a computer and other office equipment, such as copy machine, postage machine and computer printer
- Occasionally move 30-pound containers around various parts of the office or food pantry

To apply: email your resume and cover letter to Gayle Curcio at gaylec@northfieldtownship.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.