

CASS COUNTY ASSESSOR

The Cass County Assessor is taking applications for employment for the following full-time position: Deputy Assessor/Appraiser

Applicant must be able to assist in the coordination of the day-to-day operations of the Cass County Assessor's office.

The following duties are normal for this position and include Property Appraisal, Entering data into CAMA Pricing Software, Abstract/Reconciliation, Parcel Splits and Merges, Exemptions and Credits, and the ability to read legal descriptions. The duties listed are not to be constructed as exclusive or all-inclusive. Other duties may be required and assigned as needed.

The work schedule is Monday through Friday. Frequent continuing education, workshops and overtime as needed.

Qualifications:

- ☐ HS Diploma or GED
- ☐ Certification for eligibility to appoint as per Code of Iowa, Chapter 441.5.
- ☐ Knowledge of laws pertaining to assessment of property and laws pertaining to tax exemption
- ☐ Experience in property appraisal
- ☐ Ability to understand written or verbal instructions
- ☐ Ability to perform mathematical functions
- ☐ Knowledge and experience with computer equipment and software. Proficient in Excel and Word
- ☐ Knowledge of CAMA, AS 400/Solutions and GIS Mapping Software is preferred
- ☐ Quickly learn and put to use new skills and knowledge brought about by changing technology
- ☐ Experience in all aspects of excellent customer service and communication skills
- ☐ The ability to handle confrontation and difficult situations
- ☐ Possess a valid driver's license and be insurable
- ☐ Ability to travel to properties in order to perform appraisals
- ☐ Ability to meet the physical demands of the job as required

Compensation:

- ☐ Salary range: Depending on qualifications
- ☐ Benefit package available as per Cass County Employee Handbook

Please submit a resume, cover letter and application to the Cass County Assessor's Office. Applications are available at the Assessor's Office and online. Applications will be accepted until the position is filled. The Cass County Assessor's Office is an equal opportunity employer. All potential candidates will be expected to complete and pass a drug test prior to employment.

Please direct any questions to:

Brenda Nelson, Cass County Assessor

712-243-2005

APPLICATION FOR EMPLOYMENT

Cass County Assessor's Office

We are an equal opportunity employer. We consider applicants without regard to race, color, religion, sex, national origin, age, marital status, disability, or any other legally-protected status. The County also complies with the applicable veteran's preference requirements. All potential candidates will be expected to complete a drug testing prior to employment.

Please fill out the following application and submit it with a resume to the Cass County Assessor's Office.

Last Name	First Name	Middle Name	Telephone Number(s)
Address	City	State	Zip
Driver's License Number			
Position Applying For			Today's Date

Are you at least 18 years of age? Yes _____ No _____		Are you legally able to be employed in the U.S.? Yes _____ No _____	
May we contact your present or past employers?		Are you related to anyone who works for the County? Yes _____ No _____	
Yes _____ No _____		If yes, who, and what is the relationship? _____	
Do you possess a valid Iowa driver's license? Yes _____ No _____		Can you operate a calculator? Yes _____ No _____	
		Can you operate a computer? Yes _____ No _____	
Please check the computer programs you are proficient in: ___ Word ___ Excel ___ Access ___ Powerpoint ___ Others: note on back of app			
Have you ever been convicted of a crime other than minor traffic violation? Yes _____ No _____ (A Yes answer does not automatically disqualify you from employment) If yes, please explain:			
Are you able, either with or without reasonable accommodations, to perform the functions of the job for which you are applying? Yes _____ No _____			

VETERAN'S PREFERENCE	
Are you a U.S. military veteran? Yes _____ No _____ Those wishing to claim veteran's preference must submit Proof of Service (DD-214)	

EDUCATION RECORD												
	High School				Undergraduate College/Univ				Graduate School			
School Name and Location												
Years Completed (circle highest grade completed)	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Have you received any additional training-workshops, short courses, volunteer work, etc?												
Do you have any other experience or qualifications not listed which relate to the job applied for? List any office equipment or machines you operate.												

Employment History

Begin with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status. If you need additional space, please continue on a separate sheet of paper.

Present or last
employer:

Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Current//Ending
Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Full time? Yes _____ No _____ Part time: Indicate number of hours per week _____

YES NO

May we contact your previous supervisor for a reference? ☐ ☐

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Full time? Yes _____ No _____ Part time: Indicate number of hours per week _____

YES NO

May we contact your previous supervisor for a reference? ☐ ☐

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Full time? Yes _____ No _____ Part time: Indicate number of hours per week _____

YES NO

May we contact your previous supervisor for a reference? ☐ ☐

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

In applying for employment I want the County to be fully informed of my previous record and I hereby authorize the County to investigate my background and to obtain any and all information which may concern me. I hereby release all persons, schools, companies, law enforcement agencies and other organizations or employers from any liability on account of furnishing such information.

If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the County retains a similar right.

I understand that any withholding of information or misrepresentation on this application or on County medical forms could result in rejection for employment, or if employed, termination from the County.

Signature of Applicant _____

Date _____