

CHIEF COUNTY ASSESSMENT OFFICER

Coles County will be accepting applications for the position of Chief County Assessment Officer through Monday, March 25, 2019, 3:00 p.m. The Coles County Chief County Assessment Officer is responsible for the county-wide property assessment process upon which property taxes are based, directly supervising staff and overseeing the work of appointed, elected and contracted township assessors. The CCAO position is a four-year appointment by the County Board Chairman with the advice and consent of the County Board. Minimum education requirements include: graduation from a high school, or GED equivalent; as well as possession of: Certified Illinois Assessing Official (CIAO) certificate or, Certified Assessment Evaluator (CAE) designation from the International Association of Assessing Officers, or, Member of the Appraisal Institute (MAI), Residential Member (RM), Senior Real Estate Analyst (SREA), Senior Real Property Analyst (SRPA), or Senior Residential Analyst (SRA) certificate from the Appraisal Institute or its predecessor organizations. Applicants are also required to have at least two (2) years' experience in the field of property sales, assessments, finance or appraisal and be either a current Supervisor of Assessments or have worked in an IL County Assessment Office in a management/supervisory assessment for at least three (3) years. Applicants must have successfully passed an examination conducted by the Illinois Department of Revenue to determine competence to hold office. For those that haven't, the Department of Revenue will hold an examination in April at a handicapped accessible location. It is the intention of the County that a public notice on the actual date and time of this exam be published in the Charleston Times-Courier and the Mattoon Journal-Gazette at least 7 days prior to the examination date.

Salary level dependent on qualifications and in accordance with applicable IL State Statutes.

Interested applicants should submit short cover letter, resume and copies of the above described Assessor related certifications no later than Monday, March 25, 2019, 3:00 p.m. to: Elaine Komada, Administrative Assistant, Coles County Board, 651 Jackson, Room 326, Charleston, Illinois 61920.

Coles County is an Equal Opportunity Employer.