

SHELBY COUNTY COURTHOUSE JOB OPENING
301 E Main Street
PO BOX 416
Shelbyville Illinois 62565
E-mail: Ccao87@shelbycounty-il.gov

Full - Time Position in the Supervisor of Assessments Office

Please submit your Resume with References
By April 22,2024

Qualifications

- Very strong math skills
- Excellent verbal and written communication skills
- Ability to cordially work with the public
- Proficient in Microsoft Word and Excel
- Strong organizational skills
- Ability to balance multiple tasks
- Administrative Assistant experience preferred
- Legal descriptions, GIS experience would be a plus.

Job Description

This job consists of processing and maintaining homestead exemption applications and renewals, proofing data and office correspondence, answering the phone and assisting customers/taxpayers at the counter, managing appropriate disposal of records, assisting with mailings, processing address and ownership changes.

Shelby County is an equal opportunity employer.