

POSTING OF UNION POSITION

Office: Supervisor of Assessments
Position: Deputy Assessor
Full-time AFSCME union position (35 hours per week) with excellent health insurance
Starting Salary Current Union Employee: \$15.45/hour
Starting Salary New Hire: \$15.25/hour
Hours: Monday through Friday, 8:00 a.m. – 4:00 p.m. with a one hour lunch

Job Summary:

- Assist the office of the supervisor of assessments in maintaining property database (various data entry) and answer question pertaining to property assessments, exemptions and other property inventory inquires.

Requirements:

- The applicant must have education, experience and/or the necessary training in typing, filing, computer skills (Microsoft Word, Excel, and email).
- The applicant must possess good communication and interpersonal skills, have the ability to work well with others, as well as work independently, and have the desire to serve the public.
- Regular and predictable attendance & punctuality is required to ensure the efficient operation of the office.
- Will be expected to obtain a CIAO designation (Certified Illinois Assessment Officer) and maintain the designation through continued education.
- High School diploma or GED, computer knowledge and must pass a drug screening. Employee must abide by dress code set forth by county policy on contractual agreement. A valid driver's license and insurance may be required for field assessment work.

Duties:

- Answer public questions pertaining to exemptions, assessed valuations, property characteristics, appeal process, and approximate property boundaries.
- Data entry into various inventory software.
- Employee may need to assist in physically measuring of properties and take pictures for the office records.
- Employee also assists township assessors by providing property record cards, maps and parcel data sheet for all properties to be assessed by the township assessors of 17 townships.

Applications:

- Can be picked up in the Supervisor of Assessments office, second floor of the courthouse as well as on the county website – www.christiancountyil.com
- Must be submitted to the Supervisor of Assessments Office, or county board chair office.

Interviews:

- Will be scheduled for chosen applicants.

Dated as posted – August 9th, 2024

Christian County
Application for Employment
(An Equal Opportunity Employer)

Name: _____ Date: _____
Current Address: _____ Phone # _____
_____ Alternate # _____

Position desired: _____

Please complete all questions for employment consideration

- Have you applied for employment with the County before? yes no
If yes, date and result _____
- If referred by a current employee, please provide their name _____
- Have you ever been employed with us before?..... yes no
If yes, provide the date _____
- If you have relatives employed with us, list their name/relationship

- Are you currently employed? yes no
- May we contact your present employer? yes no
- Are you over 16? yes no
- Are you available to work: Full Time yes no (shift 1 2 3)
Part Time yes no
Temporary/seasonal yes no
- Date available to start: _____ / _____ / _____
- What is your desired salary range? _____
- If you would be engaged in any other work while in our employ, please explain

- If hired, can you demonstrate eligibility to work in the United States? yes no
- Has a former employer ever disciplined you for tardiness or absenteeism? yes no If
yes, please explain: _____
- Would a former employer categorize your attendance as meeting expectations? yes no
If no, please explain: _____
- To the best of your knowledge, after learning of the job duties, would you be able to
perform all the essential functions of this position? yes no
If no, explain _____

Upon offer of employment, I agree to take a drug test at the County's expense and realize that the offer of employment is contingent upon my test results being drug free.

Signature

Dated

HISTORY OF EMPLOYMENT

Start with your present or last job. Include military service if applicable

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|-----------------------------|------------------------------|---|
| Employer: | Dates Employed From To | Work Performed/Duties |
| Address: | | |
| Phone numbers: | Hourly rate or Annual salary | |
| Starting/present job title: | Starting | |
| Supervisor: | Final | |
| Reason for leaving: | | May we contact this employer? [] yes [] no |
| Other: | | |
| | | |
| | | |
| ***** ***** | ***** | ***** |
| Employer: | Dates Employed From To | Work Performed/Duties |
| Address: | | |
| Phone numbers: | Hourly rate or Annual salary | |
| Starting/present job title: | Starting | |
| Supervisor: | Final | |
| Reason for leaving: | | May we contact this employer? [] yes [] no |
| Other: | | |
| | | |
| | | |
| ***** ***** | ***** | ***** |

| | | | |
|-----------------------------|------------------------------|----|---|
| Employer: | Dates Employed | | Work Performed/Duties |
| | From | To | |
| Address: | | | |
| Phone numbers: | Hourly rate or Annual salary | | |
| Starting/present job title: | Starting | | |
| Supervisor: | Final | | |
| Reason for leaving: | | | May we contact this employer? [] yes [] no |
| Other: | | | |
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| | | | Request a supplemental page if needed |

If you were employed under a different name in any of these positions, note your name under "other".

Comments: Include any gaps in employment

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Describe any specialized training, apprenticeship, skills and extra-curricular activities as applicable to position.

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Describe any job-related training received in the United States military.

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This application will remain active for 90 days.
Reapplication is necessary after that time period.

ACKNOWLEDGEMENT OF UNDERSTANDING AND CONSENT

Please read thoroughly before signing

It is understood that this application is not an obligation of employment.

I hereby authorize the company to investigate all references and former employment, and I release from liability those supplying such information. Upon offer of employment, I agree to take a drug test at the company's expense and realize that the offer of employment is contingent upon my test results being drug-free.

I will provide proof of my eligibility to work within three (3) business days as required by "The Immigration Reform and Control Act of 1986".

I understand that the company can make no guarantee as to the numbers of hours that I may be assigned from week to week, and any reduction in hours can affect my compensation and benefits. I also understand that I may be required to change days off and scheduled hours on a temporary or regular basis in order to continue my employment. Also, I understand that the County reserves the right to transfer me, as business necessitates, and my continued employment may be predicated upon my acceptance of said transfer. I understand that evenings or weekends may be part of any schedule I may be assigned.

I understand that my employment may not be governed by any written or oral contract and is considered an "at will" arrangement. I understand that I am free, as is the County, to terminate employment at any time for any reason, so long as there is no violation of applicable Federal or State law unless modified by a collective bargaining agreement.

I state that the information on this application is true and complete. False statements, misrepresentations, or omission may be cause for cancellation of an employment offer or termination, even if already employed. I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.

I understand that if employed in a position governed by a collective bargaining agreement to which the County is a party that once I am covered by the agreement its terms may supersede some of the statements in this acknowledgement of understanding.

Signature

Date

DO NOT WRITE BELOW THIS LINE – FOR EMPLOYER USE

Management Approval _____

Start Date _____ Exempt/Rate _____ Non-Exempt/Rate _____

Full-Time _____ Part-Time _____ Position _____

AN EQUAL OPPORTUNITY EMPLOYER