

The Cherokee County Assessor's office is currently accepting applications for the position of Deputy Assessor. Duties include assisting in the day to day operations of the county assessor's office including appraisal of all property subject to valuation. Eligible candidates must have appraisal or assessment related experience and must be on the Iowa Department of Revenue and Finance register of candidates for appointment. Salary will be dependent upon experience. Applications will be accepted through March 24, 2017.

Cherokee County is an equal opportunity employer.

A complete job description & employment application is available at [www.cherokeecountyiowa.com](http://www.cherokeecountyiowa.com)

Mail completed application, resume and cover letter to:

Greg Zarr  
Cherokee County Assessor  
520 W Main St. Drawer A  
Cherokee, Iowa 51012  
712-225-6701

### Deputy Assessor Job Description

Duties include assisting in the day to day operations of the county assessor's office including appraisal of all property subject to valuation.

Other duties may include:

Entering assessment information into CAMA pricing system.

Helping the general public with assessment questions.

Prepare and mail assessment notices.

Apply value changes in Solutions/400 computer program.

Abstract and Reconciliation reports.

Splits & Surveys

Warrants

Working with exemptions and credits.

Other duties as assigned by the Assessor.