



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	Monroe County Assessor
Position Title:	Permanent Part-Time Position - 28 per week
Position Summary:	<p>Candidate will be responsible for but not limited to:</p> <ul style="list-style-type: none">○ Assisting with Personal Property processing to include Data entry, proofing, filing, conducting desk audits as necessary and customer service.○ Perform assessments on annually assessed mobile homes to including data entry, printing reports, analyzing data, doing field inspections, assigning assessed values, and generating and mailing notices to taxpayers.○ Answer phones, determine nature of call, answer questions or direct to proper individual or agency.○ Perform other duties as needed by other divisions of the office.
Qualifications:	<p>High School Diploma or equivalent required. Associates degree and or related experience preferred.</p> <p>Working knowledge of computers, experience with Office 2016, strong communication and organizational skills, ability to multi task, work unsupervised and meet state mandated deadlines.</p>
Salary:	\$15.00 Per Hour with possible potential to transition into Full Time Position
Deadline for Application:	<i>Open until filled</i>
Submit Resume and References to:	<p>Lisa Surface Monroe County Assessor's Office 100 W. Kirkwood Ave., Room 104 Bloomington, IN 47401 Email: lrsurface@co.monroe.in.us</p>

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**