

Montgomery County: Supervisor of Assessments Office Job Description 2022

Job Title: Chief County Assessment Officer

Office: Supervisor of Assessments

Job Summary:

Responsible for the administrative and operational functions of the County Supervisor of Assessments Office. Supervises office staff and reviews the work of assessors; oversees calculation of Township/County equalization factors, ensures compliance with state statutes; prepares departmental budget and payroll; and serves as Clerk of the Board of Review. Manage GIS Department.

Principal Job Duties and Responsibilities:

- Responsible for the daily administrative and operational functions of the County Supervisor of Assessments office. Performs employee recruitment, selection, training and performance reviews. Develops division operating policies and procedures and ensures compliance with established guidelines and state statutes. Instructs and reviews the work of assessors; oversees correct processing of abstracts and publications within deadlines.
- Consults and confers with Township and State Department of Revenue officials. Receives and refers information to property owners and customers; explains assessment process and appeal procedures; resolves discrepancies between assessments and accounts.
- Prepares department budget and monitors expenditures; processes office payroll; submits bills to County Board for publications, office supplies, equipment, and mapping.
- Serves as Clerk of the Board of Review: receives complaints from property owners; schedules hearing dates; attends all hearings and verifies accuracy of docket; signs notices sent to property owners.
- Prepares information for the Property Tax Appeal Board and attends all hearings.
- Performs other duties and functions as required or assigned within area of expertise or scope of the position.

Knowledge, Skills, and Abilities:

Ability to effectively perform the administrative roles, skills, and responsibilities of this position. Ability to perform and comprehend accepted property assessment standards and practices. Ability to calculate mathematical computations and interpret maps, tracts, legal descriptions, and plats. Ability to demonstrate effective interpersonal and communication skills with internal and external constituents. Knowledge and comprehension of state, and local property tax regulations and practices. Knowledge of county geography.

Supervision Received:

This position reports directly to the Montgomery County Finance Committee.

Qualifications:

Chief County Assessment Officer

All candidates for Chief County Assessment Officer/Supervisor of Assessments **must** file a Certificate of Educational Qualification issued by IDOR with their nomination papers or when being appointed to office under the Property Tax Code.

To be eligible to be appointed to office or to file as a candidate for election, an individual must meet all the qualifications in Section 3-5 of the Property Tax Code (35 ILCS 200/3-5). The qualifications are listed below.

- Have at least two years of experience in the field of property sales, assessments, finance, or appraisals.
- Pass an examination conducted by IDOR. (Grades are good for two years from the date they are taken or as long as the supervisor of assessments is in continuous service.)
- Possess one of the following:
 - A currently active CIAO designation from the IPAI.
 - A currently active AAS, CAE, or MAS designation from the IAAO.
 - A currently active MAI, SREA, SRPA, or RM designation from the Appraisal Institute.

Certificate of Educational Qualification

All candidates are required to complete the PTAX-1176, Certification Application for elected, appointed, or contracted Assessors, to obtain a Certificate of Educational Qualification. This certificate must be requested from IDOR and be issued prior to entering into candidacy as an elected assessor or prior to being appointed. A certificate is required even if an assessor currently holds office and is being reappointed or is filing as a candidate for re-election to office.