

# POSITION AVAILABLE

## Appraiser / Office Manager

The Poweshiek County Assessor's Office is currently accepting applications for the position of Appraiser/Office Manager. The salary range is \$50,688 to \$56,758 depending on experience and qualifications. Attractive benefit package offered in addition to the annual salary.

### **Job Summary:**

Duties will include but are not limited to:

- assisting public with assessment inquiries, credits, and exemptions
- processing real estate transfers
- managing requisition of warrants, payroll, and quarterly wage reporting
- performing on site appraisal inspections
- discovering, listing, and valuing new construction (dwellings and outbuildings) in the rural township and small towns
- analyzing market driven sales statistics
- revaluing of rural and small-town properties in accordance with state law

Must be able to work with the public, sometimes in high stress situations. Attendance at Iowa State Association of Counties, Iowa State Association of Assessors, and other out of office meetings or educational opportunities may be required. This position reports directly to the Poweshiek County Assessor.

### **Qualifications:**

Graduation from high school or a GED is required; bachelor's or associate degree in business, accounting, economics, or related field(s) is preferred. A valid Iowa driver's license is required.

Employment applications may be found on our website at [poweshiekcounty.org](http://poweshiekcounty.org) under the 'employment' section or call 641-623-5445 for more information.

Please mail the Poweshiek County Employment Application plus a resume and cover letter to:

Poweshiek County Assessor  
302 E Main St  
PO Box 516  
Montezuma, IA 50171

Application deadline: May 2, 2023

Pre-employment drug screening and physical are required. Poweshiek County is an equal opportunity employer.