

Position Available

Appraiser – Warren County Assessor's Office

Applications are currently being accepted for the position of Appraiser.

Job Summary: Job duties for the position of appraiser entail the physical inspection and listing of land, dwellings and buildings of both the interior and exterior of all property subject to taxation. Candidates must have good communication and public relations skills. Knowledge of, or a background in construction is preferred but not required. Applicants must have strong math & computer skills. Successful applicants will be self-motivated and have a willingness to learn.

The duties for the position of Appraiser include knowledge of computer operations, maintaining real estate data, appraising real estate, knowledge of legal descriptions, plat maps, land measurements, help with general office duties and knowledge of Iowa laws and Administrative Code concerning assessment methods. Must be a strong team-player with excellent communication skills and a positive attitude.

The applicant must be in possession of a current, valid driver's license.

Salary depending on qualifications and experience plus excellent benefits package.

Deadline to apply: Position opened until filled.

Warren County is an Equal Opportunity Employer.

Please submit resume to janetb@warrencountyia.org or by mail, Warren County Assessor's Office, 301 N Buxton St Ste 108, Indianola, IA 50125

A complete Job Description & Employment Application Form are available at www.warrencountyia.gov under "Employment".