



# SUPERVISOR OF ASSESSMENTS

Boone County, Illinois

## **TO APPLY:**

Submit cover letter, resume, and three references to the address or email below. The position remains open until filled.

The first review of applications will occur the week of July 27<sup>th</sup>.

### **Mailing Address:**

County Administration Office  
1212 Logan Ave, Suite 102  
Belvidere, IL 61008

### **Email:**

[aedmondson@boonecountyil.org](mailto:aedmondson@boonecountyil.org)

Boone County, Illinois (pop. 53,544) is seeking a highly motivated and professional individual to fill the position of Supervisor of Assessments.

### **Responsibilities:**

The successful applicant will have the ability to interact professionally and communicate effectively with County staff, elected officials, and the general public. The Supervisor of Assessments plans, supervises, and coordinates the Assessment Department and Board of Review, including developing and maintaining annual budgets. Communicates and coordinates with other taxing districts in the collection of property taxes. Administers annual training, develops and distributes assessment forms, and interprets application State Statutes, regulations, and ordinances. Maintains and edits the County assessment roll and publishes changes. The position is appointed by the Boone County Board and reports to the County Administrator.

### **Minimum Requirements:**

A Certified Illinois Assessing Official (CIAO) Certificate; or a Certified Assessment Evaluator Certificate; or a Member of the Appraisal Institute (MAI), Residential Member (RM), Senior Real Estate Analyst (SREA), Senior Real Property Analyst (SRPA) or Senior Residential Analyst (SRA) certification from the Appraisal Institute or its predecessor organizations.

Bachelor's degree in accounting, business, finance, public administration, or a closely related field preferred; minimum two years of experience in the field of property sales, assessments, finance or appraisals and must have passed an examination conducted by the Department of Revenue to determine his or her competence to hold the office.

This position requires certification as Illinois Assessing Officer and/or other qualifications as prescribed by 35 ILCS 200/3-5.

### **Salary Range:**

Anticipated hiring salary of \$70,000 to \$80,000, depending on experience and qualifications. Boone County offers an excellent benefits package.