

# WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING  
UNIT**

**STEP AND GRADE:  
9**

**DATE LAST PRINTED:**

**JOB TITLE: Assessment Coordinator**

**901N**

## **SUMMARY OF RESONSIBILITES:**

Under general direction, coordinates and oversees the operation of all aspects of the assessment process; accomplishes the accurate and timely completion of assessment changes for Township Assessor and Board of Review activity; supervises, assigns, reviews and guides the work flow from assessors, appraisers and Board of Review to meet deadlines while maintaining high standards.

## **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Plan and supervise annual assessment updating due to Township Assessor changes make each year including management of personnel and verification of correct data entry through reconciliation process between batch and on-line entry processes.
2. Interact with Township Assessors and staff for timely completion of duties required to avoid tax cycle delays including requests for instruction, information, solutions to problems or questions and scheduling necessities.
3. Coordinate Board of Review portion of tax cycle. Assist in procedural planning, insure policy compliance and offer training and assistance to Board of Review staff. Delegate workload of Board of Reviews members and manage support staff to insure complete and accurate processing of exemptions, assessment change requests, taxpayer complaints, instant assessments, certificates of error, revisions and omitted properties.
4. Interact with Board of Review Chairman and State's Attorney to accurately and successfully process property tax appeal board complaints.
5. Analyze workload, compile data and develop production standards; establish priorities for meeting deadlines; initiate and implement new methods and techniques for greater operational efficiency.
6. Assist taxpayers and coworkers with explanations, calculations and problems requiring special experience and expertise (ie. tax rates, equalization factors, legal descriptions).
7. Perform other duties as assigned or required.

## **EDUCATION AND EXPERIENCE:**

- Requires the completion of high school with knowledge and skill equivalent to a college degree, Certified Illinois Assessing Official or equivalent
- Requires minimum of two years of experience in real estate, appraisal, finance and/or assessments
- Requires understanding of property tax cycle, assessment laws and function of county government
- Ability to exercise responsible judgment in making important decisions in accordance with county policy
- Ability to originate, develop and implement procedures and policies
- Ability to manage, plan, assign, supervise and delegate effectively
- Ability to motivate and harmoniously coordinate the work of a variety of staff members engaged in various functions of the tax cycle
- Ability to communicate effectively in written and oral form