

## Freeport Township Assessor's Office

Available Job Position – **Deputy Assessor, Full Time**

Starting Pay: \$19.00 - \$21.00 per hour

Opening Date: June 18, 2026

Closing Date: July 15, 2026

**Position Objective:** This position is responsible for performing various functions and activities related to the mass appraisal of properties located within Freeport Township.

**Primary Duties and Responsibilities:** Perform all general office duties including, but not limited to; *telephone inquiries, data entry, computer utilization, assisting public* with questions/concerns regarding the *property assessment and appeal processes*. Assist with the *valuation and defense of property values*. Applicant should have an understanding of CAMA (Computer Assisted Mass Appraisal) systems. *Ability to effectively communicate verbally and in writing, pay close attention to details, be able to manage their time and deal with interruptions and deadlines.*

**Required Experience:** This position requires good math, computer and analytical skills with the ability to apply them. It also requires the ability to perform outside field work for data collection. Applicant must be proficient in Microsoft Office, specifically, Outlook, Word and Excel.

The Applicant is expected to obtain and maintain within 2 years of employment a Certified Illinois Assessing Officer designation or higher. Training for this designation is paid for by employer.

Applicants must have a *high school diploma* or equivalent (some college experience or degree is preferred), a *valid driver's license*, able to *operate a standard vehicle* and operate a *digital camera and tablet*.

Excellent benefits provided including group insurance, retirement, paid time off and holidays.

Please submit a Cover Letter and Resume (including 3 references) by **July 15, 2026** to:

Meta Ridgway, Assessor

[mridgway@freeporttownship.org](mailto:mridgway@freeporttownship.org)

Also Posted on ***Indeed.com***

Freeport Township is an equal opportunity employer and does not discriminate based upon any status protected under local, state or federal law.