Freeport Township

Meta Ridgway, Assessor

524 W Stephenson St Suite 214, Freeport IL 61032
815-232-6131

Freeport Township Assessor's Office

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

Starting Pay: $19.00 - $21.00 per hour

Opening Date: November 6, 2026

Closing Date: To Be Determined

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) to:

Zaria Arjun, Chief Deputy Assessor

zarjun@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.