

Deputy Assessor

Full time position with benefits after ninety days

Job Requirements

- Working knowledge of standard office procedures and computer programs used by the department
- Working knowledge of standard English grammar, spelling, and punctuation, and ability to complete department forms and prepare correspondence and written reports
- Knowledge of basic filing systems and ability to create and maintain department files/records.
- Ability to operate standard office equipment including computer, typewriter, calculator, telephone, copier, scanner, and fax machine
- Ability to effectively communicate orally and in writing with co-workers
- Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace and personal conduct.
- Ability to provide public access to, or maintain confidentiality, department records and information according to state requirements.

Qualification (Education/Training)

High School Diploma or GED

Send resume to tpersonette@rushcounty.in.gov by February 28, 2022