



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

(Internal/ External)

Department: Assessors (Main Government Center)

Position: Deputy Field Assessor

Classification: Full Time

FLSA: Non-Exempt

Direct Reports:3

Reports to: **Assessor, Assessment Specialist, & Deputy Chief of Staff**

Requirements: High School Diploma/ G.E.D, Indiana Assessor/ Appraiser Level 2 Certification (Candidates would attain the required knowledge, skills and level of certification through daily office procedures and completion of coursework for each level of certification. Equivalencies will be considered.) Must possess strong mathematical, organizational, time management, and communication skills. Must have effective stress management skills.

Purpose of Position/ Summary:

To determine the value of properties, field reviews and inspections. Enter real estate and sales data, process assessment forms, validate sales disclosures, address web inquiries, prepare agenda for PTABOA, train new staff, and assist in various departments as needed.

Essential Duties/Responsibilities:

Must have the ability to physically inspect properties and measure improvements on a regular basis and also review information about transfers of property to ensure its accuracy, checking basic information on buyers, sellers, and sales prices *making corrections as necessary. Assess the concerns/needs of taxpayers and provide excellent customer service. Must have knowledge of CAMA software, Word, Excel, GIS, and MLS.

Updated
March 2020

**All Resumes and applications must be sent to the Human Resources Department of Lake
County**

Attn: Human Resources

2293 North Main Street

Crown Point, IN 46307

**** Applications are located on the 3rd floor of Government Center in the Human Resource
Office.**