

# Dawson County Appointed Assessor

## **Purpose:**

***This position is to complete the current term of the County Assessor.***

General supervision over and direction of the assessment of all property in Dawson County

## **Qualifications:**

Must hold a county assessors certificate issued pursuant to section §77-422

Must be a resident of Dawson County when he or she holds office

## **Preferred Qualifications:**

Hold a valid Nebraska driver's license

Have a Bachelor's Degree or equivalent

Possess good relational and communication skills

Ability to read, understand, and explain a legal description

Ability to handle sensitive, personal, identify information in a confidential manner

Ability to understand and follow statutes, regulations and Property Assessment Division directives

## **Essential Physical Demands and Typical Working Conditions**

Work is generally performed indoors in an office setting. Work may be performed outdoors and in inclement weather

Must be able to carry, stand, drive, kneel, speak, squat, hear, push, climb, walk, sit, reach, and pull on a regular basis

Must be able to lift at least 50 lbs unassisted

Must be able to stand or walk for an entire day

An applicant must be able to comply with all physical requirements of the position and must pass a detailed background check

## **Wages:**

Pro-rated portion of \$64,680 for 2021 as set by the Board of Commissioners based on start date

## **Application Submission:**

Please submit a complete application, resume, and cover letter to:

Dawson County Clerk

700 N Washington St Rm A

Lexington, NE 68850

Applications will be accepted until 4:30 p.m. on February 26, 2021

Finalists will be interviewed during a public meeting and employment will be subject to approval by the Dawson County Board of Commissioners

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.*

*Accommodations for individuals with disabilities are available upon request. Please contact the ADA Coordinator at (308) 324-2070 at least 48 hours prior to the meeting or the activity you would like to attend, or 48 hours before the date you need to access our facilities or services, if accommodations are required.*