Troy Township Assessor's Office Seeking New Office Staff Members

Full Time and Part-Time Positions Available for the position of Office Clerk.

Summary of the position:

The office clerk will work under the direction of the assessor and her deputy. This position performs general administrative duties and helps to foster a positive and accessible environment for the public, staff and elected officials. Assist our Troy Township residents with questions and assistance that may need.

Major Duties and Responsibilities:

- Assist field staff coordinator with measuring new construction and gathering pertinent information.
- Assist with taxpayer exemptions and questions.
- Assist with drawing program and CAMA program maintenance.
- Assist with other duties deemed necessary.

Experience: Candidate must have a high school diploma, prior computer experience with Microsoft Word and Excel, ACCESS is a plus. Experience with prior customer service is a plus.

Starting Pay: \$14.00

Full Benefits for Full Time Employment includes: medical, dental and vision insurance. Enrollment in IMRF Retirement Plan, paid time off for, allotted sick, personal days and vacation days.

TROY TOWNSHIP

25448 Seil Rd., Shorewood, IL Employment Application



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