

FULL TIME DEPUTY ASSESSOR/CLERK

JOB POSTING: BOONE COUNTY ASSESSORS OFFICE

Boone County Assessor's Office is seeking applications for a FULL TIME DEPUTY ASSESSOR/CLERK. Data entry/computer skills are necessary. This position is a full-time position Monday through Friday 8:00a.m. - 4:00 p.m., with benefits.

Job duties include but are not limited to:

- *Data entry on multiple systems such as the assessor's Office System, IAS World and the Sheriff's supplemental system.

- *Answering the telephone

- *Waiting on customers and other general office duties

The successful applicant must:

- *Be willing to learn new computer systems.

- *Be able to communicate with the public.

- *Pay attention to detail.

- *Be able to multi-task.

The starting salary for this full-time position will be between \$28,000.00 to \$30,000.00 based on computer skills experience and performance. Also, with this being a full-time position other benefits will be included such as

medical insurance vision and dental insurance and other paid time off benefits. The Boone County Assessor's Office participates in the Public Employees Retirement System (PERS).

Applicants can submit resume in person or by mail to the Boone County Assessor's Office, 200 State Street, Suite 106, Madison, WV 25130 or by email to scook@wvassessor.com. Resumes must be submitted by 4:00 PM Monday February 3rd, 2025. Please be advised by submitting your resume it will include you consenting to a background check. If the position is filled, the successful applicant will be considered an at – will employee If you have any questions, please call 304-369-7307.

Thank You

Boone County Assessor's Office is an Equal Employment Opportunity Employer does not discriminate on the basis of race, color, religion, sex, national origin, or disability.