

JOB VACANCY

The Cass County Assessor's Office is looking to fill the full-time position of Office Manager, with the possibility of advancement.

You'll be a great fit if:

- You're interested in a career that provides the opportunity to gain valuable experience in fields related to real estate, construction, and property appraisal.
- You understand the importance of good communication and public relations skills. The ability to understand, empathize and work with taxpayers is a must.
- You have excellent written and verbal communication skills, with strong organizational skills and attention to detail.
- Knowledge of legal descriptions, real estate, and basic accounting skills are preferred, but we are willing to train the right person.
- You're a self-starter and willing to learn new skills and take on new responsibilities as knowledge is learned within the office.
- You possess a working knowledge of Microsoft Office, Microsoft Excel along with basic computer abilities.

Wage range is \$21.63-\$24.04 per hour, dependent upon experience. Full benefit package available.

To apply, submit a completed application AND resume to the Cass County Assessor's Office no later than 4:30 p.m., Friday, February 21st, 2025. Applications are available at the Assessor's Office or at <https://www.casscountyia.gov/>. Applicants must have a high school diploma or GED, along with a valid driver's license. Applicants should contact the Cass County Assessor's Office (712)243-2005 for more information. Candidates for hire must successfully pass a background check prior to employment. Cass County is an EOE.