

The Mahaska County Assessor's Office is seeking qualified applicants for the position of GIS/Appraisal Clerk. Job duties include, but are not limited to: creation and maintenance of parcel information in a Geographic Information System (GIS), data entry and maintenance of assessment information in tax and appraisal software, assisting with property appraisals and inspections as needed, and customer service. All applicants are encouraged to view the complete job description online at www.mahaskacounty.org under "News and Updates".

Applicants must have experience using a GIS program such as ArcMap, experience with Excel, knowledge of general clerical duties, strong customer service skills, and attention to detail. Applicants must also be able to handle confrontation professionally. Experience with an AS400 program, CAMA software, and appraisal theory is beneficial. Please submit a resume, cover letter and application to:

Mahaska County Assessor's Office

106 South 1st Street

Oskaloosa, IA 52577

Email: thomas@mahaskacounty.org

Applications are available online and in the Assessor's Office and will be taken until 4:30 p.m. on June 30, 2014. Applicants will be required to submit to a background check. Mahaska County is an Equal Opportunity Employer.