

NOW HIRING – Full-Time Position (Hamburg Office)

Ashley County Assessor's Office

We are accepting applications for a **full-time position** in the **Hamburg office**. This role involves customer service, data entry, and learning multiple computer systems used for property assessment. Training is provided.

We are looking for someone who is dependable, detail-oriented, able to follow procedures, and comfortable learning new software. This position requires professionalism, accuracy, and the ability to work in a busy environment with frequent public interaction.

Position Details

- Full-time, in-office
- Start date on or after **May 18, 2026**
- **60-day probation period** for all new hires
- Must be able to attend required **out-of-town classes and training sessions**

Job Duties

- Assist the public at the counter and by phone
- Process personal property and real estate assessments
- Enter data into multiple computer systems (EDGE, PPACT, CAMA – training provided)
- Follow established office procedures
- Support office operations during peak assessment periods

Minimum Requirements

- High school diploma or equivalent
- Strong communication and customer service skills
- Ability to learn computer systems and follow multi-step processes
- Reliable attendance and strong work ethic
- Ability to remain calm and professional with the public

Benefits

- **APERS retirement (mandatory employee withholding)**
- **100% county-paid employee health, dental, and vision insurance**
- Optional family coverage available at employee expense
- **Sick time: 4 hours per month** for full-time employees

- **Vacation begins on 1-year anniversary date**
- **Paid holidays**

How to Apply (Please Read Carefully)

1. **Download the application attached to this post.**
2. Complete the application in full.
3. Email the completed application and résumé to the Ashley County Assessor's Office **no later than May 8, 2026.**

Applications submitted by email will be given priority consideration.

Walk-in applications will be accepted but may not be reviewed first.