

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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755 ROANOKE ST, SUITE 2D
CHRISTIANSBURG, VA 24073
PHONE: 540.394-2007

ASSISTANT COUNTY ASSESSOR

Montgomery County Commissioner of Revenue Office
#152104-1

The Montgomery County Commissioner of Revenue seeks an Assistant County Assessor. Essential duties include assisting County Assessor to assess all real estate within the three jurisdictions of Montgomery County (unincorporated areas of the County, as well as the Towns of Blacksburg and Christiansburg). Essential job duties include field work to document new development, processing new building permits, processing real estate records from Clerk's reports, monitor real estate market growth, work with other staff to maintain accurate real estate database records, ensure residential and commercial properties are documented, administer general assessments to ensure citizens are assessed in a fair and equitable manner, monitor real estate sales while calculating overall yearly sales ratio, and similar duties.

Bachelor's Degree in Real Estate, Business or related field and 5 - 8 years related experience required. Starting salary range **\$44,958+** DOE/DOQ, plus excellent benefits package including health/dental insurance, onsite wellness clinic, VRS retirement and optional 401/457 plans, holidays, optional ala carte benefits, and much more. Review of applications starts immediately upon submission; deadline for applications extended to **Wednesday, April 21, 2021**. Interested candidates should apply online at: www.montgomerycountyva.gov/jobs and include a cover letter, resume/CV for consideration. To request an application accommodation for disabilities, contact the Department of Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

