

Cape Girardeau County has an opening for an Assessment Clerk. As an Assessment Clerk you will assist with the assessment and collection of personal, business, and real estate property and taxes. This position will be in the Cape Girardeau office comprised of duties of the Assessor, Collector and Clerk.

The position requires extensive customer service with a professional phone and in-person presence for a high-volume walk-in office, assisting taxpayers of Cape Girardeau County.

Job Duties can include:

- Data entry
- Prepare tax bills
- Answering phones
- Processing assessment sheets
- Assisting taxpayers and voters
- Collect a variety of taxes and fees
- Research and process personal property transfers

Essential Skills:

- Quality customer service
- Attention to detail and accuracy
- Ability to count cash and make change
- Ability to calculate arithmetic computations
- Establish and maintain effective working relationships with co-workers and the public.

Benefits:

Cape Girardeau County offers a competitive benefit package including:

- Paid Health, Dental, Vision and Life Insurance
- 13 Paid Holidays
- LAGERS County paid pension
- CERF employee contribution pension plan
- CERF savings plan with matching funds
- Paid vacation and sick leave