

BLOOMINGDALE TOWNSHIP ASSESSOR'S OFFICE

Job Description

Employees of the Bloomingdale Township Assessor's Office have the following responsibilities:

1. Perform all responsibilities and duties as assigned by the Assessor or his designee, which include, but are not limited to, the following list.
2. Develop fair and equitable assessments for all parcels in the Township.
3. Have a general knowledge of the property assessment process, including but not limited to the timeframe for developing assessments, the process for developing assessments, and steps for taxpayers to appeal assessments.
4. Be knowledgeable of and appropriately apply property valuation methods.
5. Create, update, and maintain accurate property record cards for all parcels in the Township.
6. Review and analyze municipal permits for property construction, modification, or demolition projects in the Township.
7. Review architectural plans for property construction or modification in the Township.
8. Research and analyze property sales in the Township.
9. Research and analyze commercial and industrial rental rates, expenditures, and overall capitalization rates for properties in the Township.
10. Research and analyze construction costs for properties in the Township.
11. Be knowledgeable of and assist residents with various property tax exemptions.
12. Conduct property inspections as appropriate.
13. Review and analyze valuation evidence submitted by property owners, including comparable sales data, assessment equity comparable data, income and expense statements, appraisal reports, etc.
14. Assist with preparation of and participate in assessment appeal proceedings before the DuPage County Board of Review and the Illinois Property Tax Appeal Board, as appropriate.
15. Exhibit professionalism and respect towards people interacting with the Bloomingdale Township Assessor's Office and coworkers.