

WillCounty

Summer Internship Program

Organization Name	Dupage Township Assessor
Industry	Governmental
Internship Title	Clerk
Hours per Week	20
Rate of Pay	18
Start/End Dates	06/15/2024

About Company

Township government is the oldest form of government continuing to function in North America. All townships in the State of Illinois are required by law to perform three functions:

General assistance
Property assessment
Road and bridge maintenance

In addition, DuPage Township, provides a other services for our residents.

The township assessor is responsible for assessing all property within the township. DuPage Township is comprised of parts of Bolingbrook, Romeoville, & Naperville, IL.

Position Description

Under the supervision of the Cheif Deputy & Deputy Assessor, perform assessent functions and assist property owners regarding exemptions and other property assessment issues. Work with computer and have proficiency (MS Office – Word, Excel and Outlook). Must be able to work under pressure and meet deadlines. Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

Knowledge, Skills, Abilities/Interests Desired

Customer service skills, communication skills, basic math skills, typing skills, knowledge and proficient with using Microsoft excel, Word, and Access. Must have a valid driver's license and access to a vehicle.

Physical Demand of Position Some walking, standing, listing 10 lbs or less.

Documents Required

Resume

Transcripts

References

Driver's License

Business Contact

Kenneth Harris

Title

Assessor

Contact Number

(630) 759-1315

E-mail

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