Township of Lyons Job Opening: Township of Lyons Assessor

Location: Township of Lyons, 6404 Joliet Rd, Countryside IL 60525

Send resume and cover letter by 11/23/26 to admin Aneta Garbacz at agarbacz@lyonsts.com

Position Summary

The Township Assessor is responsible for administering the property assessment process within the Township of Lyons in accordance with Illinois state law and Cook County assessment guidelines. The Assessor's Office works to ensure that real property is assessed fairly, accurately, and equitably for property tax purposes.

The Township Assessor serves as an important resource for residents, homeowners, and property owners, providing information and assistance regarding property assessments, exemptions, assessment notices, and the property tax appeal process.

Essential Duties and Responsibilities

Property Assessment and Valuation

- Review and evaluate residential, commercial, industrial, and other real property within the township.
- Ensure property assessments reflect fair and equitable valuations in accordance with applicable Illinois laws and Cook County assessment practices.
- Review property characteristics, property improvements, building information, and other relevant data used in determining assessments.
- Maintain accurate property assessment records and documentation.
- Monitor changes in property ownership, improvements, new construction, and other factors that may affect property valuations.
- Review assessment information and work with the Cook County Assessor's Office to address discrepancies and assessment concerns.

Resident Assistance and Public Relations

- Provide residents and property owners with information regarding property assessments and assessment notices.
- Explain the property tax assessment process, exemptions, and available appeal procedures.
- Assist eligible homeowners with understanding and applying for applicable property tax exemptions, including the General Homestead Exemption, Senior

Citizen Homestead Exemption, Senior Citizen Assessment Freeze, and other available exemptions.

- Respond to questions, concerns, and requests for assistance in a professional and timely manner.
- Maintain a welcoming and accessible office environment for township residents.

Administrative and Office Management

- Oversee the daily operations of the Township Assessor's Office.
- Maintain organized and accurate records, reports, correspondence, and assessment documentation.
- Prepare and maintain departmental budgets and monitor expenditures.
- Supervise, train, and coordinate office staff, as applicable.
- Ensure compliance with applicable state laws, regulations, deadlines, and recordkeeping requirements.
- Coordinate with the Township Supervisor, Township Board, Cook County Assessor's Office, Cook County Board of Review, and other relevant government agencies.

Community Outreach and Education

- Educate residents about the property assessment process and available property tax relief programs.
- Participate in township meetings, public information sessions, and community events as appropriate.
- Stay informed about changes in property tax laws, assessment procedures, exemptions, and county policies.

Qualifications and Experience

- Knowledge of Illinois property tax laws, assessment practices, and Cook County property assessment procedures.
- Experience in property assessment, real estate, property valuation, public administration, or a related field preferred.
- Strong understanding of residential and commercial property valuation principles.
- Excellent communication and customer service skills.

- Ability to explain complex property tax and assessment information in a clear and understandable manner.
- Strong organizational, administrative, and problem-solving skills.
- Ability to work effectively with residents, government agencies, elected officials, and staff.
- Proficiency with computers, Microsoft Office, and property assessment databases.

Licensing and Certification Requirements

Must meet all applicable Illinois statutory qualifications for Township Assessor, including required assessment education, certification, and licensing through the Illinois Department of Revenue.

Key Competencies

- Integrity and impartiality
- Fairness and attention to detail
- Public service and accountability
- Strong communication and interpersonal skills
- Knowledge of property valuation and assessment practices
- Leadership and organizational management

Work Environment

The position operates primarily in an office environment and involves regular interaction with residents, property owners, government officials, and other public agencies. Occasional evening meetings and community outreach activities may be required.

Equal Opportunity Statement

The Township of Lyons is an equal opportunity employer and is committed to providing fair and equitable employment opportunities.