

State Tax Commission of Missouri

JOB OPPORTUNITY

Position: Local Assistance Representative I or II

Responsibilities: This position will involve working with county assessment officials and their staffs providing technical assistance, statistical analysis, and monitoring assessors in the implementation of their assessment plan throughout the State of Missouri. The position serves as liaison between the State Tax Commission and the county assessment offices. The position may conduct appraisals which monitor and measure the quality of assessments in each county.

Requirements: Must have a valid Missouri driver's license, be willing to travel throughout the state, possess good organizational and self-motivational skills, be familiar with the use of computers, have high speed internet access from home office setting, and be capable of making independent decisions. Use of personal vehicle for state business use may be required. Prefer a Bachelor's degree with a minimum of 24 earned credit hours in one or a combination of the following: Agricultural, Land Surveying, Drafting, Engineering, Architecture, Finance, Economics, Real Estate, or Statistics. Experience in real estate, appraisal, and/or prior experience in the assessment field may be substituted for a bachelor's degree requirement. Missouri Appraisal Certification is beneficial for this position.

Location: To be determined based on applicant's location.

Salary: UCP Pay Grid "A," Range 18 Local Assistance Representative I, Range 23 Local Assistance Representative II (Salary range \$39,000 – \$43,560 annually).

Application Process: If interested in applying, please submit a completed application, current resume, cover letter, and transcripts, if applicable, to the address listed below. All applications/resumes must be received no later than October 3, 2017. The State Tax Commission of Missouri application is available online at <http://stc.mo.gov/employment-opportunities> or may be requested by contacting Human Resources at the telephone number or e-mail address listed below:

State Tax Commission of Missouri
ATTN: Human Resources
PO Box 146
Jefferson City, MO 65102-0146
Phone: (573) 751-2414
Fax: (573) 751-1341
E-mail: stc@stc.mo.gov

Affirmative Action/Equal Opportunity Employer