

Posted: September 2, 2022

# *State Tax Commission of Missouri*

## **JOB OPPORTUNITY**

**Position:** Manager – Local Assistance

**Responsibilities:** The State of Missouri is seeking a motivated individual to lead a staff of approximately 20 employees. Candidates should have real estate appraisal experience as well as a thorough understanding of the assessment process in Missouri. This position requires knowledge of county CAMA systems, Assessment Maintenance Plans, County Budgets, mapping, personal property, and the various cost systems utilized throughout the state. This is a fast-paced position that requires the ability to multi-task, answer technical assessment related questions, and an understanding of the applicable statutes is a must.

**Requirements:** **Must have a valid Missouri driver's license, be able to travel occasionally, including some overnight travel, possess good organizational and self-motivational skills, be proficient with the use of computers, and be capable of making independent decisions. Successfully complete formal training sessions or fulfill prescribed continuing education requirements comparable to a General Certified appraiser.**

Applicants should possess a bachelor's degree in management, real estate, business, or a related field. Experience may be substituted for a bachelor's degree requirement. Computer literacy with knowledge of spreadsheets, statistical software, and managing databases is desired. Certified Appraiser designation is preferred.

**Salary:** \$75,000 - \$80,000

**Application Process:** Please apply on-line at <https://mocareers.mo.gov/hiretrue/mo/mocareers/index.html>. The position will remain open until filled.