

DeKalb County Government currently has an opportunity available immediately in the Assessor's Office, which creates and maintains the foundation for, and is the basis of, the entire County's property tax revenue generating system.

This clerk will assist in assessing all property in DeKalb County – real property, personal property and annually assessed mobile homes – and will record and file official documents and assist the public. Partial duties are: creating and maintaining data on a layer within GIS (geographic information system - maps), preparing documents for mailing, answering telephone, receiving office visitors, responding to inquiries, proofreading for accuracy and compliance with legal requirements. LOTS of data entry – accuracy is a MUST. Must be an effective and efficient communicator with internal and external customers. Will adhere to all Policies and Procedures of DeKalb County Government and State Board of Accounts. Serve in other duties and assignments as requested/required by the DeKalb County Assessor.

Must have high school diploma or equivalent and meet minimum keyboarding qualifications as required.

Hourly wage is based upon years of experience **(\$20.00-\$23.00/hr)**. Normal working hours are 8:30 a.m. to 4:30 p.m. Monday through Friday with an hour lunch but must be flexible to meet the needs of the department.

What can you expect when you work for DeKalb County Government?

- Competitive pay
- Benefit package – medical, dental, vision, RX, STD, LTD, AD&D/life insurances
- Retirement Plans
- Generous Holidays and Paid Time Off
- Public Service Employees Student Loan Forgiveness
- Direct deposit

Interested applicants should apply by e-mailing your resume to careers@co.dekalb.in.us no later than October 3, 2025.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.