

**NEWSPAPER JOB POSTING
HARRISON COUNTY ASSESSOR'S OFFICE
JOB OPPORTUNITY – PERSONAL PROPERTY DEPUTY ASSESSOR**

The Harrison County Assessor's Office is accepting applications for the position of **Personal Property Deputy Assessor**.

Duties Include:

- Assisting taxpayers with personal property assessments and related questions.
- Reviewing, processing, and maintaining personal property records.
- Valuing personal property in accordance with West Virginia State Tax Department guidelines.
- Verifying ownership information for vehicles, boats, trailers, ATVs, mobile homes, and other taxable personal property.
- Assisting with business personal property assessments.
- Maintaining accurate records and data entry within county assessment systems.
- Providing courteous customer service in person, by telephone, and electronically.
- Performing field work and other duties as assigned by the Assessor.

Minimum Qualifications:

- High school diploma or GED required.
- Strong computer, data entry, and organizational skills.
- Ability to communicate effectively with the public.
- Ability to learn West Virginia property assessment laws, regulations, and procedures.
- Experience in office administration, accounting, property assessment, appraisal, or related fields preferred.
- Ability to maintain confidentiality and exercise sound judgment.
- Valid West Virginia driver's license preferred.

Preferred Qualifications:

- Experience working with property records, government offices, or customer service.
- Familiarity with Microsoft Office applications and database systems.
- Knowledge of Harrison County and local government operations.

The successful applicant must be able to work independently, handle multiple tasks, and maintain a professional and positive attitude when assisting taxpayers.

Salary and benefits will be commensurate with county pay scales and experience.

Applications and resumes should be submitted to:

Harrison County Assessor's Office

229 South Third Street

Clarksburg, WV 26301

Applications will be accepted until the position is filled.

Harrison County is an Equal Opportunity Employer.