

Scotty D. Cook

Assessor of Boone County
200 State Street, Suite 106
Madison, WV 25130
(304) 369-7307
Fax (304) 369-7319

Personal Property
(304) 369-7314

Mapping
(304) 369-7318

Real Estate
(304) 369-7311

Appraisal
(304) 369-7388

Boone County Assessor's Office is seeking qualified applicants for the position **Data Collector/Data Entry/Appraiser** for tax purposes.

Qualifications:

- Experience in appraising and or real estate is a plus but not required
- Must have general knowledge of Boone County
- Must be able to meet and speak with property owners in a professional manner and have good communication skills
- Must have basic computer skills
- Must be willing to work outdoors.
- Must be willing to take classes required to meet WV State Tax Department requirements.

Duties include, but are not limited to:

- Listing property on assessment computer system for tax purpose
- Conducting field reviews door to door daily
- Becoming familiar with income approach to value
- Setting land tables for value and
- Conducting sales ratio study.

*Walking and other physical activities involved and required.

*Background check will be conducted.

*Must possess a valid driver's license and good driving record.

*Working hours are 8:00 a.m. – 4:00 p.m. Monday through Friday.

*Paid vacation and sick time

*Paid Holidays

*PEIA health insurance

*State retirement

You must provide Boone County Assessor's Office a typed resume along with an employment application. Resumes and applications can be brought in or emailed to sccook@wvassessor.com
Boone County Assessor's Office is an equal opportunity employer. Accepting Applications and resumes starting March 26th, 2024, through April 15th, 2024

Sincerely,



Boone County Assessor
Scotty D. Cook

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications.

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer"	Position applying for
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PERSONAL DATA

Name (last, first, middle)				
Street Address and/or Mailing Address		City	State	Zip
Home Telephone Number	Business Telephone Number		Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>		

POSITION INFORMATION

 Check all that you are willing to work

Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS

 Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS

 List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

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REFERENCES

 Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer?

Yes ☐ No ☐ N/A ☐

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date

