

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
- 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 employment application. Resumes and applications can be brought in or emailed to scook@wvassessor.com
Boone County Assessor's Office is an equal opportunity employer. Accepting Applications and resumes starting January 12th, 2026, through January 23rd, 2026.

Regards,


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.