

Position Available

Position Purpose

The Jefferson County PVA is a locally elected official who is charged with assessing all property, both real and personal. The PVA's most complex task is the appraisal of all real estate in the county for listing on the property assessment roll. Tracking ownership changes, maintaining maps, updating building characteristics, and administering proper exemptions for real property are also continuing duties of the PVA office.

Examples of Duties

Ownership and canvassing is an entry level data entry position. Ownership updates name changes found on deeds filed through the Jefferson County Clerk's Office. Canvassing is an alternative to onsite inspections that is used when physical inspections are done and an effective system of building permits or other methods of identifying physical changes to a property are in place.

Knowledge Skills and Abilities

Basic computer knowledge is a must
Ability to work full days on a computer

Minimum Requirements

- High School Diploma
- 3 Years of Work Experience (Related work experience not necessary)

Direct questions or to email send resumes to:

Tom Filiatreau

tfiliatreau@jeffersonpva.ky.gov

Phone/Fax: (502)200-9616

Mary Rose

mrose@jeffersonpva.ky.gov

Phone/Fax: (502)574-6218