

# Office Qualifications

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## Supervisor of Assessments qualifications

An individual may use one of the designations listed below to meet the educational qualifications to be appointed to, or run for, the position of supervisor of assessments. However, the applicant must satisfy the continuing education requirement to file nomination papers or participate as a candidate in any election, be elected to, or be appointed to the office of supervisor of assessments.

To be eligible, an individual must meet all the qualifications in Section 3-5 of the Property Tax Code (35 ILCS 200/3-5). The qualifications are listed below:

- Have at least two years of experience in the field of property sales, assessments, finance, or appraisals.
- Pass an examination conducted by the Illinois Department of Revenue. Grades are good for two years from the date they are taken or as long as the supervisor of assessments is in continuous service.
- Possess one of the following:
  1. An active Certified Illinois Assessing Official (CIAO) certificate from the Illinois Property Assessment Institute with either
    - (a) additional training (continuing education) as required under Section 4-10 of the Property Tax Code,\* or
    - (b) successful completion of a minimum of 360 additional hours of Department approved course work (180 hours of which must have been courses with written examinations) if an individual has served as a supervisor of assessments for 12 years or more.
  2. A Certified Assessment Evaluator (CAE) designation from the International Association of Assessing Officers, plus current continuing education requirements as prescribed by the designating association.
  3. A member of the Appraisal Institute (MAI), Residential Member (RM), Senior Real Estate Analyst (SREA), Senior Real Property Analyst (SRPA), or Senior Residential Analyst (SRA certificate from the Appraisal Institute or its predecessor organizations, plus current continuing education requirements as prescribed by the designating association.

To be eligible to serve as an elected county assessor in St. Clair County, an individual must meet all of the qualifications in Section 3-45 of the Property Tax Code (35 ILCS 200/3-45). The qualifications are listed below.

- Have at least two years of experience in the field of property sales, assessments, finance, or appraisals.
- Possess one of the following:
  1. An active Certified Illinois Assessing Official (CIAO) certificate from the Illinois Property Assessment Institute, or
  2. Certified Assessment Evaluator designation from the International Association of Assessing Officers.

For any additional information regarding the education requirements for Supervisor of Assessments, contact the Assessment Education Unit at: **217 524-1274** or by email at: **rev.proptaxed@illinois.gov**.

\* If the CIAO designation is awarded in the prior year or the same year of the appointment or before filing the nomination papers for election, the person will not be required to have additional training under Section 4-10 of the Property Tax Code.