



Illinois Department of Revenue Qualifications for Office

Chief County Assessment Officer

All candidates for Chief County Assessment Officer/Supervisor of Assessments **must** file a Certificate of Educational Qualification issued by IDOR with their nomination papers or when being appointed to office under the Property Tax Code.

To be eligible to be appointed to office or to file as a candidate for election, 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 IDOR. 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:
 - A currently active CIAO designation from the IPAI.
 - A currently active AAS, CAE, or MAS designation from the IAAO.
 - A currently active MAI, SREA, SRPA, or RM designation from the Appraisal Institute.

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:
 - A currently active CIAO designation the IPAI, or
 - A currently active CAE designation from the IAAO.

Certificate of Educational Qualification

All candidates are required to complete the PTAX-1176, Certification Application for elected, appointed, or contracted Assessors, to obtain a Certificate of Educational Qualification. This certificate must be requested from IDOR and be issued prior to entering into candidacy as an elected assessor or prior to being appointed. A certificate is required even if an assessor currently holds office and is being reappointed or is filing as a candidate for re-election to office.

For More Information

For any additional information regarding the education requirements for chief county assessment officer, or township/multi-township assessor, you may:

- Visit our website at tax.illinois.gov or scan the QR code provided below, and select Information For Local Governments.
- Contact the Property Tax Assessment Education Program Unit by email at Rev.PropTaxEd@illinois.gov.

