



HARNEY COUNTY Inter-Departmental Employment Vacancy Notice

Date: August 31, 2020

Department: Tax & Assessment

Job Title: Assessment Clerk

Contact: Deanna Atwell HR

Hours & Days: 37.5 hours per week

Salary/Benefits: \$15.74 per hour with full County benefits

PURPOSE OF POSITION:

Perform general office duties to provide department reception functions and to maintain assessment records and process applications related to tax deferrals and exemptions requiring knowledge of laws relating to assessment and taxation of real and personal property.

ESSENTIAL JOB FUNCTIONS:

Assist customers regarding assessment and taxation. Respond to questions, provide general information and forms, discuss procedures, etc., related to real and personal property assessment.

Prepare vouchers and enter data for real and personal property value changes; run prior year values and balance with current changes; distribute information as appropriate.

Perform various clerical tasks in support of department.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide clerical assistance in other departmental personnel as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATIONS REQUIREMENTS:

Knowledge of office procedures, recordkeeping procedures, and the operation of standard office equipment and word processing software.

Equivalent to high school and one (1) year of general office experience, or any combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Knowledge of the laws and regulations relating to the assessment of real and personal property.

Preferred, but not required:

Application Closing Date and Time: September 30 2020 at 5 pm. Obtain an employment application and complete job description from Human Resources, by email at deanna.atwell@co.harney.or.us or call 541-573-8373.

Harney County is an AA/EEOE.