



UNION COUNTY BOARD OF COMMISSIONERS

Donna Marshall, Commissioner
Paul Anderes, Commissioner
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

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NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Assessment & Taxation Senior Department Specialist
Union County Assessor/Tax Collector's Office

OPENING DATE: April 8, 2024

CLOSING DATE: April 30, 2024

SALARY: Range 11 (\$3140 - \$4263/ month) with benefits

FTE: 1.0 FTE (37.5 hours per week)

This position performs advanced and complex clerical duties to support a complete and specialized department function for property tax assessment and tax collection. Requires the ability to work independently and utilize time efficiently to complete assigned tasks. Requires the ability to communicate effectively and deal tactfully with the public and other agencies. Must possess good organizational skills and the ability to follow written as well as verbal instructions. Ability to compute mathematical calculations with speed and accuracy. Ability to operate a computer and utilize Microsoft Office programs such as Word and Excel. See job description for complete list of job functions and requirements.

APPLY: Union County Commissioners' Office
1106 K Avenue
La Grande, OR 97850

Application Instructions: Please submit a cover letter and resume with Union County's application form. Please complete the county application in your own hand writing.

Union County Employment Applications may be found at <http://union-county.org>

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER