



UNION COUNTY BOARD OF COMMISSIONERS

Paul Anderes, Commissioner
R. Matthew Scarfo, Commissioner
Jake Seavert, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001 FAX (541)963-1079

NOTICE OF JOB OPENING

Recruitment is open to all that 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: Property Appraiser I, II, or III **FTE:** 1.0 FTE

DEPARTMENT: Assessor/Tax Collector

OPENING DATE: August 11, 2025 **CLOSING DATE:** September 12, 2025

SALARY:
I - Range 14 \$3,850 - \$5,227/ month) with benefits
II - Range 16 (\$4,244 - \$5,763 / month) with benefits
III - Range 18 (\$4,680 - \$6,354/ month) with benefits

DUTIES: Appraise real and personal property for ad valorem taxation. Calculate market values of real and personal property. Perform field inspections of properties through physical examination of land and buildings. Assist public by explaining tax laws, assessment programs, appraisal procedures, and the process of determining values. Appraiser II and III require considerable knowledge of real property appraisal theory, methodology and practices, mass-appraisal techniques, and residential/commercial construction. Applicant qualifies for classification level based on qualifications and experience. Appraiser classifications are distinguished by the increased independence under which the employee functions, the more difficult nature and type of appraisal assignments and the general complexity of assignments given.

REQUIREMENTS: Education or experience in real property appraisal, residential/commercial construction, and/or business administration. Bachelor's Degree with course work in business, economics, accounting, forestry, geography, regional planning, natural resource management, engineering, real estate or related subject or any equivalent combination of education, experience and training which demonstrates the ability to perform the described duties. Ability to use computers and software such as word processing and spreadsheets.

Must be certified by the Department of Revenue as a Registered Appraiser with the State of Oregon, per ORS 308.010, or the ability to be a Registered Appraiser and pass the appropriate examination within the six-month trial service period. Entry level candidates who meet the qualifications and are capable of meeting certification requirements within six months will be considered. Must possess a valid Oregon driver's license and have a good driving record. The successful candidate will be required to pass a criminal background check and may be asked to provide a current certified five-year driving history from the Motor Vehicles Division prior to beginning employment

SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.

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

Application Available at: <http://union-county.org/wp-content/uploads/2015/01/UNION-COUNTY-EMPLOYMENT-APPLICATION-Updated-10-2017.pdf>

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER