



JOB ANNOUNCEMENT
Deputy Assessor I
Full time with full benefits
Grade 13 @ \$14.17 per hour

Performs a variety of working level clerical duties as needed to expedite various processes related to the assessment and collection of taxes on personal and real property and the general maintenance of office practices and procedures. Along with being backup support for Motor Vehicle.

Graduation from senior high school with course work in accounting and computer applications. AND one (1) year of experience performing above and related duties; OR an equivalent combination of education and experience.

Must be able to comprehend and learn the operation and responsibilities of the County Assessor's office; working knowledge of the laws and regulations governing personal property; knowledge of land valuation and motor vehicle tax collection in the county; modern bookkeeping and accounting practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); computer format and data entry on the County system.

Must be able to operate 10-key by touch.

All offers of employment are contingent upon the successful completion of a basic criminal background check and drug screening.

Send, fax, or email resume and employment application to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: maryh@emery.utah.gov

Recruiting for this position ends October 23, 2018, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER