



Deputy Assessor

Duties Include:

Motor Vehicle (DMV)

Computer Data Entry

Clerical Duties

Records Maintenance

Personal Property

Phone Skills



Applications can be picked up at the Wayne County Clerk's office, or at waynecountyutah.org. Applications will be accepted until **5:00 p.m. on Friday, September 16, 2022.**

Please submit a resume and cover letter with an application.

Position is full time (Monday - Friday) with full benefits.

If you have any questions, please call the Wayne County Clerk's office @ 435-836-1300 or the County Assessors office @ 435-836-1305

HELP WANTED

Title: Deputy Assessor
Department: County Assessor
FLSA Status: Non-Exempt
Full Time with Full Benefits

GENERAL PURPOSE

Performs a variety of entry level clerical and administrative support duties as required to expedite the maintenance of property valuation records and documents and provide day to day customer service.

SUPERVISION RECEIVED

Works under general supervision from the Wayne County Assessor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs various clerical and secretarial duties; provides for long-term records maintenance of property appraisal and valuation documents.

Updates and maintains various files of documents generated through the on-going operations of the office of the County Assessor.

Assists in the preparation and maintenance of personal property tax returns.

Operates personal computer and custom software applications to maintain and create property owner accounts.

Motor Vehicle (DMV) software, registrations and related forms.

Performs general secretarial duties; drafts or composes correspondence; performs over the counter customer service as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. Graduation from high school;
AND
 - b. One (1) year experience performing above or related duties.
OR
 - c. An equivalent combination of education and experience.

2. Required knowledge, skills and abilities:

Some knowledge of standard office procedures and policies; good English usage, grammar, and spelling; basic mathematics involving the use of addition, subtraction, multiplication and percentages; operation of standard office machinery; complex filing systems, alphabetical and numerical; computer operation; telephone etiquette; appraisal terminology; basic interpersonal skills; various tax exemption forms and application processes.

Ability to communicate effectively verbally and in writing; follow written or oral instructions; work in a standard office setting requiring extensive setting or standing; perform accurate mathematical computations; write legibly; respond to requests for assistance or information; demonstrate self motivation; learn and apply new skills; travel for further education; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to operate standard calculator and to type (accuracy emphasized over speed).

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, and does involve hiking, walking, standing, stooping, lifting, sitting and reaching. Talking, hearing and seeing necessary in performing job duties. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional and discriminating thinking.

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Ryan Torgerson
Wayne County Clerk/Auditor

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

- Advertisement Friend Walk-In
 Employment Agency Relative Other _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)				Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years?
Conviction will not necessarily disqualify an applicant from employment. Yes No

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.