

JOB OPENING

Rich County Assessor's Office

The Rich County Assessor's Office will be hiring a Part-Time Appraiser.

Opening Date: March 24, 2025
Closing Date: Position will remain open until a qualified individual is found.

Job Description:

1. Conducts 5-year detailed reviews of all property within the county as required by the Utah State Tax Commission. Appraises residential, rural, and commercial properties; Will gather, verify, and analyze data on said properties using a variety of appraisal, GIS, spreadsheet, and/or statistical software.
2. Records appraisal information on standardized report forms; reviews appraisal decision for appraisal consistency to assure equity between taxpayers; interviews persons familiar with property, takes measurements and makes sketches of the same, efficient in APEX software; inspects property for construction, condition, and functional design; analyzes appraisals and other data needed.
3. Performs related duties as required.

Requirements for Employment:

1. Must be a Licensed or Certified Appraiser with the Utah Division of Real Estate at the time of hire.
2. Must consent to and pass a background check

Salary: \$21.00 per hour

Applications are available at the Rich County Assessor's Office Monday-Friday from 9:00 to 5:00 (we are closed from 12:00-1:00 for lunch).

Applications can also be found on the Rich County website: richcounty.gov under:

Departments
Human Resources
Forms
Rich County Job Application

Please submit both an application and a resume to: PO Box 343 Randolph, UT 84064 or kwilson@richcounty.gov.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADA