

JOB OPENING

Rich County Assessor's Office

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

Opening Date: March 24, 2025

Closing Date: Position will remain open until a qualified individual is found.

Job Description:

1. Process a variety of motor vehicle transactions – title applications, registrations, renewal, plate applications, permits, and others as needed.
2. Corresponds as necessary with other agencies, the public, or businesses – letters, phone, e-mail, or in person.
3. General office tasks such as accounting, typing, filing, and computer input.

Requirements for Employment:

1. High School Diploma or GED; and
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