

# **JOB OPENING**

## **Rich County Assessor's Office**

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

Opening Date: July 14, 2021  
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

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: [richcountyut.org](http://richcountyut.org) 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@richcountyut.org](mailto:kwilson@richcountyut.org).

**WE ARE A DRUG FREE WORKPLACE**

**AA/EOE/ADA**