



COUNTY OF EL PASO (CO)  
invites applications for the position of:

# Board of Equalization Referee - TEMPORARY CONTRACT POSITION

**SALARY:** \$65.00 Hourly

**OPENING DATE:** 05/19/19

**CLOSING DATE:** 06/02/19 05:00 PM

**DEPARTMENT:** El Paso County

**JOB TYPE:** Contract Position

**FLSA STATUS:** Not Applicable

**PAY BAND:** 000, Pending

**JOB NUMBER:** 19226

**ESSENTIAL JOB FUNCTIONS:**

**\*\*\*This is a contract position with a duration of approximately one (1) month.\*\*\***

**\*\*\*Must be available Monday – Friday, 8:00 a.m. to 5:00 p.m. beginning July 8, 2019 through August 2, 2019. Will be required to attend a two (2) hour training prior to July 8, 2019.\*\*\***

**\*\*\*This position will not extend beyond August 7, 2019.\*\*\***

**\*\*\*This position does not offer benefits.\*\*\***

**\*\*\*To apply please email resume to Edith Anderson at [edithanderson@elpasoco.com](mailto:edithanderson@elpasoco.com).\*\*\***

**\*\*\*Do not submit an electronic application for this position. Only resumes sent to [edithanderson@elpasoco.com](mailto:edithanderson@elpasoco.com) will be considered.\*\*\***

Conducts taxpayer appeal hearings at the request of the County Board of Equalization. Reviews the evaluation for assessment of taxable property; presents findings and recommendations to the County Board of Equalization for determination.

- Conducts taxpayer appeal hearings at the request of the County Board of Equalization to ensure due process for El Paso County property taxpayers pursuant to 39-8-102 and 39-8-106, C.R.S.
- Reviews the evaluation for assessment of taxable property; presents findings and recommendations to the County Board of Equalization for determination.

**QUALIFICATIONS:**

- High school diploma or equivalent education required.
- Three (3) years experience in real estate and/or appraisal, specifically in the evaluation for assessment of taxable property.
- Must be honest, truthful, trustworthy, and possess personal integrity.
- Ability to exercise tact and impartiality.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work independently with minimal supervision.
- Ability to operate standard office equipment such as computers, printers, copiers, calculators, and telephone.
- Ability to efficiently plan, schedule, and organize.
- Maintain regular and punctual attendance.
- Must pass background investigation and drug screen.

**WORK CONDITIONS:**

Work is performed primarily in an office environment.

**This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.**

APPLICATIONS MUST BE FILED ONLINE AT: <http://www.elpasoco.com> For inquiries please call: 719-520-7401.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

**EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

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