



We're Hiring!

ASSESSMENTS, RECORDS & ELECTIONS TECHNICIAN

Hood River County Employment Opportunity
Assessment, Records, and Elections Department

May 2026

Assessments, Records, and Elections Technician

Are you someone who thrives on variety, loves helping people, and takes pride in keeping things accurate and organized?

Join our team as an **Assessments, Records, and Elections Technician** — a dynamic role at the heart of local government where no two days look exactly alike. From processing personal property returns, keeping ownership information current, and recording legal documents to issuing marriage licenses, and supporting the democratic process through election functions, you'll play a vital role in serving the community across a wide range of essential public services. You'll be the friendly, knowledgeable face that residents turn to when they need answers — and the detail-oriented professional who keeps our records accurate, our cash balanced, and our office running smoothly. If you have a passion for public service, a desire to make a difference in the community, and have the versatility to handle everything from issuing marriage licenses or helping property owners locate information about their property, to conducting ballot signature verification or processing a personal property return, we want to hear from you.

Come be a key part of the team that keeps our community moving.

This is a full-time position with a M-F, 8am-5pm schedule.

Minimum Requirements: *At Hood River County, we know that great candidates come from a variety of backgrounds and experiences, and no one fits a job description perfectly. We're looking for someone who is **eager to learn, motivated to contribute, and excited about the opportunity.** If this role interests you, we encourage you to apply—even if you don't meet every qualification listed.*

- High school diploma or GED.
- Valid driver license with good driving record.
- Working proficiency in Microsoft Office Suite.
- Self-motivated with good organizational skills to meet strict deadlines, multitask, and maintain attention to detail.
- Good customer service and communication skills with the ability to effectively provide information and respond to questions from taxpayers, managers, and the general public.
- Bilingual Spanish fluency, both in speaking and writing, is preferred.

Essential Responsibilities:

- Perform the receipt, recording, and filing of legal documents, liens, plats and appeals and other documents.
- Balance cash drawer and complete daily cash turnover and prepare monthly billings.
- Issue marriage licenses and keep marriage license packets prepared in advance.
- Complete all aspects of recording, elections, and assessment data entry and processing.
- Maintain and update voter registration files and correspondence.

- Process personal property returns and assists in preparation of the personal property tax roll.
- Assist public by answering questions in person or by phone.
- Perform other duties as required.

Wage: Starting at \$23.88 per hour depending on experience

Longevity: 2.5% on base salary beginning after the 5th year of employment; additional 2.5% increase each 5-year period thereafter.

Additional Compensation: Spanish bilingual fluency

Benefits: 100% paid Public Employee Retirement; shared cost for medical, dental, and vision insurance; paid sick leave; paid vacation; 11 paid holidays; Flexible Spending; Deferred Compensation; and HRA.

Application Process:

Review and complete the full Hood River County Application. Applications can be found on the Hood River County website within the Services > Employment tab www.hoodrivercounty.gov

While this position will remain open until it is filled, **we will aim to schedule our first interviews by mid - May 2026**. We will be reviewing applications frequently. If there are any questions regarding this process, please reach out to Hood River County Human Resources.

Email: hr@hoodrivercounty.gov

Phone: 541-387-6879

In Person: 601 State Street, Hood River, OR – 3rd Floor Administration Office

HOOD RIVER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.



HOOD RIVER COUNTY

*A small county with a big mission:
Providing Quality of Life for All.*

<i>FLSA Status: Nonexempt</i>
<i>Union: AFSCME 1082 - General</i>
<i>Work Comp Code: 8810</i>
<i>EEOC: Administrative</i>
<i>Salary Grade: 2F</i>
<i>Last Update: May 2026</i>

JOB TITLE	Assessments, Records, and Elections Technician I
Job Summary	

Performs a variety of clerical tasks including maintaining assessment records, processing assessment forms and personal property returns, compiling sales information, recording documents, issuing marriage licenses, performing election functions, and assisting the public with inquiries.

Essential Duties

- Performs the receipt, recording, and filing of legal documents, liens, plats and appeals and other documents.
- Balances cash drawer and completes daily cash turnover and prepares monthly billings.
- Issues marriage licenses and keeps marriage license packets prepared in advance.
- Completes all aspects of recording, elections, and assessment data entry.
- Maintains and updates voter registration files and correspondence.
- Processes personal property returns and assists in preparation of the personal property tax roll.
- Processes exemption, special assessments, deferrals, and tax certifications forms.
- Assists public by answering questions in person or by phone.
- Performs other duties as required.

Knowledge and Skills

- Knowledge of standard office practices and methods.
- Knowledge office equipment and standard computer programs.
- Skill in speaking and writing in Spanish preferred.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and the general public.

Minimum Qualifications

- High school diploma or GED.
- 1 year of office or customer service experience.
- Or an equivalent combination of directly related education and experience.
- Valid driver license with clean driving record.

Supervision Received and Exercised

- Supervision Received: Assessment Programs Supervisor / Deputy County Clerk
- Supervision Exercised: None

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor, office environment. Employees are frequently exposed to typical non-physical office demands. Employees perform light work.

HOOD RIVER COUNTY

Application for Employment

601 State Street, Hood River OR 97031
 Email: hr@hoodrivercounty.gov Phone: 541-387-6879

Hood River County provides equal employment opportunities to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For		Available Start Date	Where Did You See This Job Posting:	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education		List any colleges, military, trade, business or other schools attended.		
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

The information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted, but will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			

Duties

Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			

Duties

Employer (3)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			
Duties			

Employer (4)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			
Duties			

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing entity to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening, criminal history background and credit check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-connected disability;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
 - Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
 - Receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions, please contact Human Resources.

(541) 387-6879 or email hr@hoodrivercounty.gov