



## YAMHILL COUNTY ASSESSMENT & TAX

535 NE 5<sup>th</sup> St., Room 42

McMinnville, OR 97128

Phone (503) 434-7521

# Interoffice Memorandum Position Authority – Assessor's Office

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September 10, 2018

## General Discussion

Unfortunately, we did not receive any qualified applicants in our most recent re-posting for the Temporary Full Time Assessment Specialist II position. The recruitment has been ongoing since July 24<sup>th</sup>. With the low unemployment rate throughout the county, I believe the temporary status did not appeal to those looking for a full time long term position.

Andrea White currently holds the position of Assessment Specialist II. Over a year or more, Andrea gave us a verbal notice that she would be leaving employment with us in early January of 2019 to pursue an extended stay in New Zealand and would not be returning to work in our office. Please see her letter of resignation.

I would like to recruit for a full time permanent Assessment Specialist II position, which would be an FTE overlap for three months. This would provide us with adequate training time from Andrea, and especially during our critical "tax season" when we normally hire temporary help.

## Budget Impact

There are adequate funds allocated to multiple personnel positions that are vacant which would cover the additional expense associated with the position overlap.

## Summary Conclusion

I am seeking position authority to add .25 FTE to open recruitment for a replacement of Assessment Specialist II position which is classified as an Office Specialist Technician. The overlap in position would allow for overlap and a smooth transition for the office of Assessment and Tax. The request for position authority would apply for approximately 13 weeks, October 9, 2018 through January 4, 2019.

Respectfully,

Derrick Wharff

Yamhill County Assessor/Tax Collector

Accepted by Yamhill County  
Board of Commissioners on

9/20/18 by Board Order  
# 18-339