

Now Accepting Applications: First Deputy Assessor

The Grant County Assessor's Office is accepting applications for the position of **First Deputy Assessor**. This position requires a highly organized, detail-oriented professional who can multitask efficiently and work collaboratively in a public service environment.

Key Responsibilities

- Provide professional customer service to the public, including in-person and phone communication
- Perform data entry, document scanning, emailing, faxing, and record management
- Prepare and mail correspondence to taxpayers
- Assist with monthly and annual budgeting and financial records
- Prepare financial statements and records for review by county officials
- Work with multiple computer programs and office systems
- Maintain compliance with Oklahoma statutes and office procedures
- Support daily office operations and collaborate effectively with team members

Required Skills & Abilities

- Strong multitasking and organizational skills
- Excellent attention to detail and problem-solving abilities
- Professional phone etiquette and communication skills
- Ability to think quickly and adapt in a fast-paced environment
- Proficient in computer applications and office software
- Ability to work well with others and interact positively with the public

Minimum Qualifications

- High school diploma or equivalent
- Highly skilled in customer service
- Dependable, punctual, and able to follow instructions and established rules
- Ability to uphold the oath and responsibilities of the office

Certification & Training Requirements

- Must obtain required certification within 18 months of employment
- Certification includes seven (7) schools, each lasting 3–4 days, with a final examination requiring a minimum passing score of 70%
- Schools are typically held in Norman or Tulsa

- The county will cover school registration and hotel expenses; mileage and meals will be reimbursed
- Required to attend continuing education classes throughout the year

Compensation & Benefits

- Pay: \$3,206.00 per month
- Benefits: Health insurance
- Schedule: Monday–Friday, 8:00 a.m. to 4:00 p.m.

Additional Requirements

- Pre-employment drug screening required
- Subject to random drug testing during employment

Application Information Applications may be picked up at the Grant County Assessor's Office, located in the Grant County Courthouse, 112 E Guthrie Room 101, Medford, Oklahoma.