



## ASSESSOR ELIGIBILITY QUESTIONNAIRE

<b>Department of Revenue use only</b>	
Date received _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
X _____	
Signature/title	

This questionnaire is used by the Department of Revenue to establish eligibility for appointment or election to the office of county assessor (see ORS 204.016(5)). Please complete this questionnaire and return it to the address shown below. Once submitted, please allow two weeks for the Department of Revenue to determine your eligibility and, if required, to notify the appropriate county clerk's office.

Name _____			
Street address _____	City _____	State _____	ZIP Code _____
Email _____			

	Yes (✓)	No (✓)
1. Are you a qualified elector under the Oregon Constitution? (See <i>Qualifications of Electors</i> below) .....		
2. Have you been a resident of the county in which you are seeking election to the office of county assessor for a period of one year preceding the election? (Not applicable for appointed assessors) .....		
3. Are you a registered appraiser under ORS 308.010? .....		
4. Are you an appraiser trainee under ORS 308.015? .....		
5. Has the Department of Revenue previously determined that you are eligible for appointment or election to the office of county assessor?*		
6. In which county are you seeking appointment or election? _____		
7. In which calendar year are you seeking appointment or election? _____		

\*If you answered "Yes" to question 5, **you do not need to complete pages 2 and 3**. Sign and date the bottom of page 3 and return this questionnaire to the address provided below.

If you answered "No" to question 5, **complete pages 2 and 3**. Sign and date the bottom of page 3, and return the completed questionnaire to the address provided below.

**Oregon Constitution, Article II, Section 2 Qualification of Electors**

- (1) Every citizen of the United States is entitled to vote in all elections not otherwise provided for by this constitution if such citizen:
- (a) Is 18 years of age or older;
  - (b) Has resided in this state during the six months immediately preceding the elections, except that provision may be made by law to permit a person who had resided in this state less than 30 days immediately preceding the election, but who is otherwise qualified under this subsection, to vote in the election for candidates for nomination or election for President or Vice President of the United States or elector of President or Vice President of the United States; and
  - (c) Is registered prior to the election in the manner provided by law.

Return your completed questionnaire to: **ptd.programassistance@dor.oregon.gov**

Have you had two years of full-time employment in the office of a county assessor?

Yes **If “Yes,” complete Part I;** then sign, date, and return this questionnaire to the Department of Revenue.

No **If “No,” complete Part II;** then sign, date, and return this questionnaire to the Department of Revenue.

**PART I** (complete only if you answered “yes” above)

Location of county assessor’s office	Dates of employment	Your title	Supervisor name

**PART II** (complete only if you answered “no” above)

Candidates for county assessor who have **not** had two years of full-time experience in a county assessor’s office must have at least two years of office and accounting experience, including experience in office management. Please complete the following sections **in detail**.

Employer name and address	Dates of employment

Your title	Supervisor name

Description of accounting duties

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Description of management duties

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Use the next page for additional employers. If you need more space, attach additional pages.

**PART II** (continued)

Employer name and address	Dates of employment

Your title	Supervisor name
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Description of accounting duties

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Description of management duties

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Employer name and address	Dates of employment

Your title	Supervisor name
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Description of accounting duties

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Description of management duties

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Signature X	Date
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Sign, date, and return your completed questionnaire to the Department of Revenue.

## OREGON REVISED STATUTES

### **204.005 Election or appointment of county officers.**

(1) The following county officers shall be elected at the primary election or general election, as provided in ORS 249.088:

- (a) A sheriff.
- (b) A county clerk.
- (c) A county assessor.
- (d) A county treasurer.

(e) A county commissioner to succeed any commissioner whose term of office expires the following January.

(f) In any county where there is a vacancy from any cause in the office of county commissioner, an additional commissioner to fill the vacancy.

(2) Unless an adopted county charter or a county ordinance provides otherwise, the governing body of a county shall appoint a county surveyor. [Subsection (2) enacted as 1953 c.477 §2; subsection (3) enacted as 1959 c.174 §3; 1959 c.628 §1; 1961 c.571 §3; subsection (4) enacted as 1963 c.386 §2; 1965 c.221 §21; 1969 c.532 §3; 1971 c.88 §4; 1983 c.327 §4; 2005 c.797 §29; 2009 c.491 §1]

### **204.010 Terms of office of county officers.**

(1) Except as provided in subsection (2) of this section, the term of office of each officer mentioned in ORS 204.005 is four years.

(2) When two or more county commissioners are elected for one county at a general election and one of them is elected to fill a vacancy, as provided in ORS 204.005 (1)(f), one of them shall hold office for two years and the others four years. [Amended by 1983 c.327 §13; 1983 c.350 §16; 2005 c.797 §59; 2009 c.491 §3]

### **204.016 Eligibility for county offices generally; additional qualifications for surveyor and assessor.**

(1) A person is not eligible to serve in any office listed in ORS 204.005 unless the person is a citizen of the United States and an elector under the Oregon Constitution.

(2) A person is not eligible to serve in any elective office listed in ORS 204.005 unless the person meets the requirements of subsection (1) of this section and in addition is a resident of the county in which the person is elected for the period of one year preceding the next election, except that in counties of less than 25,000 population the requirement of residency in the county in which the person is elected does not apply to an elected county surveyor.

(3) A person is not eligible to be a candidate for election or appointment to the office of county surveyor unless registered under the laws of this state as a registered professional land surveyor.

(4) A person is not eligible to be a candidate for election or appointment to the office of county assessor unless:

(a) The person has qualified as a registered appraiser or is an appraiser trainee under ORS 308.015 and if an appraiser trainee, notwithstanding ORS 308.015, becomes a registered appraiser within two years after taking office; and

(b) The person either has two years of office and accounting experience, including experience in office management activities, or has two years of full-time employment in the office of a county assessor.

(5) The Department of Revenue shall prepare applications and questionnaires, and obtain information it may deem necessary to determine that a candidate for the office of county assessor has met the requirements of subsection (4) of this section, and shall furnish to applicants suitable certificates evidencing satisfactory compliance with the required qualifications. [1957 c.555 §2 (enacted in lieu of 204.015); 1973 c.538 §1; 1975 c.780 §18; 1981 c.113 §1; 1983 c.327 §14; 1983 c.659 §1; 1993 c.270 §2; 2003 c.345 §1; 2005 c.22 §154; 2009 c.491 §2; 2010 c.18 §1]