

Crook County Board of Property Tax Appeals Application

Thank you for taking the time to complete this application. Crook County attempts to select Board of Property Tax Appeals (BOPTA) candidates who are best suited for the task.

Each BOPTA Board is made up of 3 people. Our goal is to have 3 fully trained and participating Board members as well as one alternate.

About the application

Please complete the application in its entirety. When complete, you may hand-deliver, mail or email to the Crook County Clerk's Office.

Please attach a resume to your complete Application and any letter(s) of reference you would like to share. Do not send originals; as they will not be returned. If a question does not apply, write "n/a" or "not applicable".

All members of the BOPTA are appointed by the Crook County Court at the recommendation of the BOPTA Clerk and may consist of residents of the county who are not employees or members of a governing body of the County or of any taxing district within the county. Each member will serve under oath and carry out their duties in public meetings.

The Crook County Board of Property Tax Appeals Clerk seeks candidates who:

1. Have a working knowledge of the local real estate market, both residential and commercial.
2. Are willing to participate in public hearings, can quickly review documentation while listening to the public and can make reasonable decisions with the affected parties in attendance.
3. Have mediation skills, real estate appraisal, financing or related background as a strength.
4. Are familiar with Oregon property tax.

All BOPTA positions require training through the Oregon Department of Revenue. Crook County requires this training be completed once a year (usually in January).

BOPTA members receive a per diem rate of \$50. per day. Additional training sessions may be held prior to the hearings process. The term begins in October and ends June 30 of the following year. The BOPTA members will conduct appeals hearings during the period of February 1 through April 15, usually only 2 – 3 days during one week in that period.

For BOPTA procedural information, contact Cheryl Seely at the Crook County Clerk's office at (541) 447-6553.

Crook County Board of Property Tax Appeals Application

Name: _____

Address: _____

City, State: _____

Phone Number(s): _____

Email: _____

Certifications (please list if applicable):

Education/Training:

BOPTA applicable work history:

List any other skills, education, training, history, etc. directly related to BOPTA service:

Crook County Board of Property Tax Appeals Application

References (recommended – not required):

Name	Relationship (friend, boss, etc.)	Contact Info.
Name	Relationship (friend, boss, etc.)	Contact Info.
Name	Relationship (friend, boss, etc.)	Contact Info.

I certify that all information given on this application and any supporting information is true and complete and I authorize a complete investigation. I agree that, if selected to serve, I may be discharged if the County at any time learns of any falsification or material omission in the information I have provided. I authorize the County to contact all former and current employer references listed and all education institutions.

All references are authorized to release to Crook County all information requested which they might have about me. I hereby release all references and Crook County from any liability which might be claimed because of information provided by such references.

I agree that, if selected to serve, I will follow all applicable State Ordinances, County policies, rules, procedures and all other directions.

Applicant signature

Date

NOTE: An applicant’s signature on this statement is a requirement of the application process.

Return application, resume, etc. to:
Crook County Clerk
Attn: BOPTA Board Selection
300 NE Third Street, Rm 23
Prineville, OR 97754
Ph. 541-447-6553
Email: cheryl.seely@crookcountyor.gov