



# Brian Van Bergen Yamhill County Clerk

414 NE Evans St, McMinnville, OR 97128-4607 • Ph. 503.434.7518 • Fax 503.434.7520 • [clerk@co.yamhill.or.us](mailto:clerk@co.yamhill.or.us)

Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

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## BoPTA Board Application

Thank you for taking the time to complete this application. Yamhill County attempts to select BoPTA (Board of Property Tax Appeals) Board 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 an alternate for each position.

### **About the application**

Please complete the application in its entirety. When complete, you may hand-deliver, mail, fax or e-mail it to the Yamhill County Clerk's Office.

Please attach a resume, a completed Interview Questions form 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".

The Yamhill Board of Commissioners **confirm** all BoPTA Board members and alternates who serve **under oath** and carry out their duties in **public meetings**.

We need 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 taxes.

All BoPTA positions require training through the Oregon Department of Revenue at least every other year.



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## BoPTA Board Application

**Applying for:**       Board                       Alternate                       Either (as needed)

\_\_\_\_\_  
First                                      Middle                                      Last Name

\_\_\_\_\_  
Address                                      City                                      State/Zip

\_\_\_\_\_  
Home phone                                      Cell phone                                      Work phone

\_\_\_\_\_  
e-mail

**Certifications** (please list if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education/Training:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BoPTA applicable work history:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(please list your employer, position(s) and years of service)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**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.
_____	_____	_____
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. I authorize the County to contact all former and current employer references listed and all educational institutions.

All references are authorized to release to Yamhill County all information requested which they might have about me. I hereby release all references and Yamhill 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 to:**

Yamhill County Clerk  
Attn.: BoPTA Board Selection  
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McMinnville, OR 97128-4607  
Ph: 503-434-7518  
Fx: 503-434-7520  
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