



Department of County Management
Division of Assessment, Recording & Taxation

ODE College to County Mentorship Program

SEASONAL TEMP POSITION: June through September 2019

SALARY: \$18-25 per hour (30-40 hours per week, Monday-Friday)

LOCATION: Multnomah Building (501 SE Hawthorne Blvd., Portland, OR 97214)

Department solicitation and Department or Division description:

The Division of Assessment, Recording and Taxation is seeking qualified candidates for a temporary position in the **GIS/Cartography and Parcel Management Program**. GIS/Cartography and Parcel Management Program creates and maintains official county maps for property taxation purposes; processes voucher actions; maintains the base map for the County's Geographic Information System (GIS); maintains property information and property tax roll descriptions; provides direct customer service to taxpayers; and serves GIS products & services to support the appraisal section.

OVERVIEW:

Who We Are & What We Do: The Division of Assessment, Recording, and Taxation (DART) exists to ensure the stability and quality of life of our community through tax administration services that fund and direct local priorities.

Find out more about us on our [Public Webpage](#).

How We Engage: We commit to exemplifying an attitude of inclusiveness and congeniality. We aim to be innovative, yet at the same time are skilled in being resourceful.

How We Succeed: Being mindful of our strategic anchors of reliability and responsiveness in every decision to fulfill our commitments, not only to those who work here but also to provide better service to our customers.

More About Us: Located in the Portland metro area, directly across the river from downtown, Multnomah County's Assessment, Recording and Taxation Division (DART) strives to be viewed as a well-managed, professional organization by which all other Assessment & Taxation organizations may be measured, while: being recognized for providing the highest possible quality of services; meeting its mandated responsibilities; exercising conscientious stewardship of public resources by using efficient business practices and innovative technology; actively partnering with internal and external customers and stakeholders; and valuing and respecting its diverse workforce and providing opportunities for development and professional growth in a safe and positive work environment.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

Job Task Description:

This position will assist the GIS/Cartography and Parcel Management team in completing various projects utilizing GIS and other technologies. Projects may include: GIS data ETL, GIS Story maps, Field data collection, ArcGIS Online (AGOL) development, and/or Google Sites development. Tasks within these projects could range from data cleaning/transforming, to ESRI Model Builder, to field data collection using ESRI Collector, to building websites using Google Sites, and more. All tasks will be performed under the close guidance of a mentor.

Knowledge/Skills/Abilities Required:

- Knowledge of basic computer and software applications such as word processing, email, and spreadsheets.
- Experience and knowledge of ESRI Desktop, ESRI ArcPro, and/or ESRI ArcGIS Online.
- Knowledge of diversity, equity and inclusion; and experience working with a diverse workforce.
- Ability to excel in a detail-oriented environment with a high level of accuracy.
- Ability to work in a team environment.
- Ability to establish and maintain effective working relationships.
- Successful applicant must be able to work independently on projects and understand and carry out oral and written instructions.

Special Requirements:

- Possession of valid driver's license.
- Use of personal vehicle may be required. If a personal vehicle is required, employee will need to carry the minimum auto liability insurance required by the State. Personal vehicle usage will be reimbursed at the IRS rate of \$0.58 per mile.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veteran's preference](#) page for details about eligibility and how to apply. The recruiter as listed on the job announcement must receive all required documentation by the closing date of the recruitment.

Application Instructions:

Please fill out and submit an application for this position through the form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>
The deadline for submitting online application is March 31, 2019.