



Department of County Management
Division of Assessment, Recording & Taxation

Office of the Assessor
501 SE Hawthorne Blvd, Suite 175
Portland, Oregon 97214-3577

Randy Walruff
Division Director/Assessor

SEASONAL TEMP POSITION: June through September
SALARY: \$18.96 hr. (20-40 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 Industrial/Utility Valuation Section. Oregon Revised Statutes requires the assessor to assess the value of all taxable property each year.

Job Task Description:

This position will assist the Industrial/Utility Valuation Section gather, confirm, and review property data on approximately 750 utility owned real property accounts. Working from a prepared list of properties, reviewer will utilize aerial photography, GIS mapping applications, the DART assessment database and field verification to gather and confirm data on property use, vacant/improved status and ownership.

Additionally, this position will conduct an inventory of all billboard accounts in Multnomah County. The inventory of billboards is to confirm location, size, characteristics and update photos. This position will utilize GIS tools to collect data and develop a GIS mapping layer for billboards.

Knowledge/Skills/Abilities Required:

- Intermediate to Advanced spreadsheet skills
- Data research and Analysis
- Critical Thinking- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Writing- Effective written communication as appropriate for the needs of the audience.
- Time Management- managing one's own time and time of others.
- Social Perceptiveness- Being aware of others' reactions and understanding why they react as they do.

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 \$0.56 per mile.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form also located at this website. The deadline for submitting online application is March 20, 2016.