



Department of County Management  
Division of Assessment, Recording & Taxation

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

**Michael Vaughn**  
Division Director/Assessor

**SEASONAL TEMP POSITION:** June through September  
**SALARY:** \$19.15 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 Appraisal section. Oregon Revised Statutes requires the assessor to assess the value of all taxable property each year.

***Job Task Description:***

This position will work on a project to identify and catalogue cell tower and communication sites in Multnomah County. Through coordination with the GIS/Parcel Management team this position will explore the synthesis between cutting edge GIS technology and appraisal techniques to solve valuation issues. Tasks will include field inspections, database/spreadsheet editing, and taking measurements and/or photographs. The position will gather, review and organize preliminary communication site records and develop and maintain a database of these property records. The position also may assist in data analysis for valuation of properties.

***Knowledge/Skills/Abilities Required:***

- Excel and GIS 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.
- Effective verbal and communication skills.
- Ability to use mobile field device
- Time Management- managing one's own time to complete both office and field work in timely, complete and accurate manner.

***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 link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.