



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 Commercial 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 Commercial Valuation Section in completing an inventory of all marinas in Multnomah County. The candidate will review the Oregon State Marine Board list of marinas to develop a marina listing and begin collection of amenities offered at each. They will use aerial photography to inventory the number and length of slips, the length of the docks, whether there is parking on an upland account, how many parking/garage/storage spaces there are, and what types of amenities/utility hookups there are. Conduct field inspections if deemed necessary. Gather income information if possible.

***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.