



Department of County Management
Division of Assessment, Recording & Taxation

Office of the Assessor

501 SE Hawthorne Blvd, Suite 175
Portland, Oregon 97214-3577

Mike Vaughn
Division Director/Assessor

ODE College to County Mentorship Program

SEASONAL TEMP POSITION: June through September 2018

SALARY: \$19.15 per hour (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 **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.

Vision Statement:

The Division of Assessment, Recording & Taxation (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.

Mission Statement:

To serve the public by carrying out all mandated functions with integrity, accountability, excellent customer service, accuracy and effectiveness, while strategically and prudently managing public resources.

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.
- Knowledge of ESRI desktop 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 \$0.575 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 link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.