



Department of County Management
Division of Assessment, Recording & Taxation

ODE College to County Internship Program

SEASONAL INTERNSHIP: 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)

“The primary role of DART staff members is to be friendly, respectful, resourceful and willing, in order to create an environment of safety, trust and belonging for all.”

DART Commercial Appraisal and Personal Property Internship Opportunity

The Division of Assessment, Recording and Taxation is seeking qualified candidates for a college intern to work in the Commercial and Personal Property Appraisal Sections to assist in general administrative and support functions. Duties will include assistance with field verification of physical characteristics of commercial properties, assistance with personal property site reviews including audits of personal property, and organization of data and photo files in the shared drive. This position may be asked to assist in data collection both in the office and in the field.

Job Task Description:

This position assists the Commercial and Personal Property appraisal teams in completing various projects using various databases, online resources and other technologies. These projects include assisting staff appraisers with verifying building characteristics and inventory for mass reappraisal and income valuation modeling, assisting with property inspections of personal property, and organization of physical and electronic files in the office. All tasks are performed under a mentor's guidance.

Knowledge/Skills/Abilities Required:

- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Knowledge/Skills/Abilities Required, continued:

- Writing and Speaking - Communicating effectively person-to-person and in writing as appropriate for the needs of the intended audience.
- Time Management - Managing one's own time effectively, while respecting the time of others.
- Social Perceptiveness - Being aware of others' reactions while understanding their perceptions and reactions may be different from yours.
- Decision Making - Ability to make decisions based on observation with limited data.

- Adaptability - Change is a common occurrence; adapting to change is essential.
- Working knowledge of Business Math - Basic accounting, understanding financial documents and application of geometry in order to measure buildings.
- Working knowledge of Business English - Basic writing skills including grammar, spelling, punctuation and word usage.
- Teamwork - Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to learn office methods, practices and procedures.

Special Requirements:

- Use of personal vehicle preferred but not required.
- Experience driving in an urban environment.
- Possession of or ability to obtain appropriate auto insurance coverage and a valid driver's license.

Preferred Qualifications:

- Major studies in Business, Economics, Accounting, Finance, Real Estate Investment or Appraisal or related field.
- Must be able and willing to work in outdoor environments as well as in a professional office setting.
- Ability to analyze data in MS Excel.
- Aptitude to learn how to use measuring devices and sketch scale drawings of buildings.
- Ability to walk and conduct inspections outdoors for extended periods in urban and suburban environments.

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: <https://multco.us/diversity-equity/college-county-mentorship-program>
The deadline for submitting online application is March 31, 2019.