



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

ODE College to County Mentorship Program

SEASONAL TEMP POSITION: June through September 2015
SALARY: \$18.57 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 **Special Programs Section**. Oregon Revised Statutes require the assessor to assess the value of all taxable property each year. The Special Programs section is responsible for processing applications related to property tax exemptions or special assessments.

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, in compliance with Oregon Revised Statutes, performs collection of data obtained from both the office and in the field. The data is used in the determination of continued exempt status of both owned and leased Single Family Residences as well as persons receiving a Veterans Tax Exemption or Widow of a Veteran Exemption. In addition to field inspecting properties, tasks may include corresponding with taxpayers via letters or phone, running recall statements and updating Excel Spreadsheets and our Computer Assisted Mass Appraisal System.

Knowledge/Skills/Abilities Required:

- **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** – Communicating effectively in writing as appropriate for the needs of the audience.
- **Time Management** – Managing one's own time efficiently
- **Social Perceptiveness** – Being aware of others' reactions and understanding why they react as they do

Special Requirements:

- Possession of or the ability to obtain an appropriate and 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 form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>
The deadline for submitting online application is March 20, 2015.