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 2017
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 **Residential Appraisal Section**. Oregon Revised Statutes requires the County Assessor to assess the value of all taxable property each year. The Residential Appraisal Section is responsible for valuing and appraising all residential-use Real Property in Multnomah County.

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 Residential Appraisal Section in a project consisting primarily of updating garage inventory and corresponding square footage data of residential structures. This position, in compliance with Oregon Revised Statutes, performs collection of data obtained from both the office and in the field used in the valuation of residential property. Contact with owners or their representatives in the process of verification of sale transaction details, property inventory and obtaining access to interiors of properties in the course of property inspections. Tasks may include evaluation of building construction, condition, function, design, measurements and photographs.

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 and time of others.
- Social Perceptiveness- Being aware of others' reactions and understanding why they react as they do.
- Decision Making- Ability to make decisions based on observation with limited data.

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