



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)

NUMBER OF POSITIONS: 2

“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 Residential Appraisal Internship Opportunity

What is this Internship Project all about?:

The Residential Appraisal Intern would perform a variety of processing, organizing, researching and gathering data relating to the appraisal of real property. It may be a combination of both office and field work.

What tasks will I be assigned?:

- Review of existing appraisal records and comparing to current data from other various sources.
- Working in pairs or with a mentor to conduct field audits, inspect properties and improvements to compare with existing appraisal records to identify change
- Communicate with general public, property owners, tenants, agents or other parties to verify data for accurate records.
- Work with various data systems, spreadsheets, maps and the Computer Assisted Mass Appraisal (CAMA) software to update or prepare records for CAMA updates.
- Other general office work such as data entry, copying, scanning, and creating documents using MS Office or Google products.
- Prepare and maintain production, mileage and other records and reports.

Knowledge/Skills/Abilities Required:

- Working knowledge of Business Math and Business English, including grammar, spelling, punctuation and word usage.
- Ability to receive and understand verbal and written directions.
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to learn office methods, practices and procedures.

Special Requirements:

- Possession of or ability to obtain appropriate insurance and a valid driver's license.
- Use of personal vehicle for field audits preferred but not required.
- Experienced and confident driving/navigating in an urban/congested environment.

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.