



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)

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*“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.”*

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***DART Commercial Appraisal and Personal Property Internship Opportunity***

The Division of Assessment, Recording and Taxation is seeking qualified candidates for a temporary position within the Industrial Property Appraisal Sections to assist in general administrative and support functions. Duties will include assistance with field verification of physical characteristics of Industrial properties, assistance with industrial site reviews including audits of machinery & equipment and 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 will assist the Industrial appraisal team in completing various projects utilizing various databases, online resources and other technologies. These projects will include assisting staff appraisers with verifying building characteristics and inventory for conversion to income valuation modeling, assisting with property inspections of machinery, equipment and personal property, and organization of physical and electronic files in the office. All tasks will be performed under the close guidance of a mentor.

## **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 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.
- Taking Direction - Ability to receive and understand verbal and written directions.
- 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.
- Experienced and confident driving/navigating in an urban/congested environment.
- Possession of or ability to obtain appropriate insurance and a valid driver's license.

**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.