



IT Desktop and Asset Internship

College to County Intern 2021 – Multnomah County DA's Office

Pay Rate: \$15 per hour
Job Type: Temporary College Intern
Duration: Spring and Summer 2021, possibly longer as needed to complete ongoing work
Hours: 20 - 30 hours a week
Location: Multnomah County Central Courthouse
1200 SW 1st, Suite 5200
Portland, OR 97204

The Multnomah County District Attorney's Office (MCDA) is the largest DA's office in the state of Oregon. MCDA is supported by one of the most progressive IT organizations in the state, dynamically aligning itself with emerging industry trends in conjunction with Multnomah County IT, one of the most innovative government IT organizations in the nation. We are a group of creative, smart, and talented people who foster an inclusive environment of collaboration and fun. Our strength is the diversity of our people aligned to serve our constituents with the best we have to offer in providing our mission critical work. [Link to website](#)

Our Mission:

MCDA IT professionals leverage technology to drive innovation, efficiency, and cost-savings, helping government respond effectively to community needs.

Our Vision:

MCDA IT helps DA staff, county employees, and residents securely get the data they need.

Internship Description:

This internship will assist in upgrading and replacing computer and monitor assets as well as maintaining software and hardware asset information in the MCDA asset tracking tools. This requires working with asset changes made throughout MCDA for IT desktop devices. Requires the ability to uninstall, lift, move, upgrade, and reinstall hardware as well as query data, work with other IT teams, customers and systems to determine the correct information in the inventory systems. This position will be responsible for working with the IT team to ensure asset information is accurate and updated in the IT asset tracking tools, as well as other IT projects.

Duties in this internship will include:

- Uninstalling, upgrading, imaging, and reinstalling computers and monitors
- Query data using MCDA asset tracking tools and verify asset data in tracking tools
- Update data based on information gathered by researching current information, reviewing changes made to assets, contacting other IT team members and contacting customers assign to those assets

- Assist in reviewing the current asset tracking process and make suggestions for improvement to the process
- Working on similar IT projects involving other data sources and repositories

Minimum Qualifications:

- Coursework in Information Technology, Computer Science, Project Management, or Software Development
- Technical proficiency to work in the DA's asset tracking tool, locate data, and run queries
- Ability to review data and make decision based on that data for updates to asset records
- Familiarity with a PC or laptops running Microsoft Windows OS 10
- Familiarity with Microsoft Excel and Google products
- Ability to repeatedly lift and move up to 30 pounds, crawl under desks to connect and disconnect computers, and lift and install monitors on swiveling computer arms
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to communicate with customers via phone, email or in person to verify data
- Ability to both follow directions and work independently
- Ability to pass a records check and be fingerprinted on or before the first day of employment.

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.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 4th, 2021.