

## DART College Internship

### College to County Intern 2021 - Division of Assessment, Recording & Taxation

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<b>Pay Rate:</b>	\$20 per hour
<b>Job Type:</b>	Temporary College Intern
<b>Duration:</b>	June - September 2021
<b>Hours:</b>	30 - 40 hours per week
<b>Location:</b>	Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

**COVID-19 Information:** Effective March 17, 2020, employees in this position are required to telework and perform limited field practices due to temporary and changing COVID guidelines and departmental procedures. County-issued technology will be provided for use during the internship.

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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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#### What is DART?

The Division of Assessment, Recording and Taxation (DART) is a multi-faceted organization within Multnomah County that provides and funds a diverse set of services to the County’s 750,000+ residents. As public servants, we work for the common good and for the residents of Multnomah County.

DART’s functions include: Property Tax Assessment; Property Tax Collection; Issuing Marriage Licenses and Domestic Partnerships; Recording (property ownership changes and land records); Passport Acceptance Facility; GIS and Cartography. Find out more about us on our [Public Webpage](#).

#### Why an internship in DART?

DART internships offer project-based positions, professional development, resume-building skills, impactful end results, and competitive pay. As the first Division in Multnomah County to host college interns, DART currently has five College to County alumni who hold full time positions. DART has also been instrumental in individuals finding full time employment in other areas of the county and the state.

If you are unfamiliar with DART, you might find the work and career paths we offer align with many of your interests and goals. Previous interns with major coursework in fields such as Business, Accounting, Human Resources, and even Engineering have made connections between their internship experience and their long term education and career goals. There are opportunities to work on individual projects as well as group/team projects with other College to County participants. Along with an internship, DART provides county-wide networking and mentorship for College to County participants to expand their view of all the county has to offer.

**Internship Description:**

DART is seeking talented and engaged, college students with demonstrated community leadership skills to assist and lead projects in:

- Appraisal and Valuation
- Employee Engagement
- Change Management
- Customer Service

Projects vary based on experience, skills and interests of hired interns. There may be opportunities for interns to build their own small projects as well. Past projects have included:

- Employee Equity and Engagement projects
- Community Outreach projects
- In-office Research and Review
- Field Inventory studies
- GIS projects

**Knowledge/Skills/Abilities Required:**

- Working knowledge of Business Math and Business English, including grammar, spelling, punctuation and word usage.
- Familiarity with Microsoft Office or Google Suite (ie: Word, Excel, Sheets, Docs, etc) & video conferencing platforms (ie: Google Meet, Cisco Webex, Zoom, etc).
- Ability to receive and understand verbal and written directions.
- Ability to work cooperatively and develop effective working relationships with diverse workgroups.
- Comfortable working independently in a remote/telework environment.
- Ability to learn office methods, practices, and procedures.

**Please note**, some projects may require the possession of a current driver's license and the ability to operate a car in rural and congested areas.

**Diversity and Inclusion:** At Multnomah County, we value difference and support efforts to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

**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.

**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.