

## DCS - Transportation Records Management Internship

<b>Job Requisition</b>	R-19261 DCS - Transportation Records Management Internship (Evergreen) (Open)
<b>Job Family</b>	Interns
<b>Start Date</b>	04/03/2026
<b>End Date</b>	04/10/2026
<b>Primary Posting Description</b>	No

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

**\$16.30 - \$30.00 Hourly**

Department:

**Department of Community Services (DCS)**

Job Type:

**Intern**

Exemption Status:

**United States of America (Non-Exempt)**

Closing Date (Open Until Filled if No Date Specified):

**April 09, 2026**

The Opportunity:

Transportation Records Management Internship

College to County Internship 2026 - Department of Community Services

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 - Starting in June - 12 weeks

Hours: 30 - 40 hours a week

Telework: Hybrid, with flexible options

Building Physical Location: 1620 SE 190th Ave

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: no  
TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our College to County [website](#).

What Does the Department of Community Services Do?

DCS provides many essential services throughout Multnomah County. Our mission is to preserve harmony between natural and built environments, keep people and pets safe, and ensure every voice is heard. DCS promotes the vision of being a trusted partner helping to create thriving and inclusive communities and we value transparency, integrity, responsibility, equity, and leadership.

We serve the community through four distinct divisions: Animal Services, Elections, Land Use Planning, and Transportation. This position is located in the Asset Management program, and will work with records and archives belonging to the Transportation Division.

The Transportation Division manages and maintains nearly 270 miles of roads in the cities of Fairview,

Troutdale, and Wood Village and unincorporated areas including Sauvie Island, the West Hills and the Corbett area. We also maintain six bridges across the Willamette River.

#### Internship Description & Responsibilities

This position will assist in assessing and managing several decades worth of Transportation records, and will provide experience on practical tasks in records and archive management. Some possible tasks include:

- Review and identify scanned or physical documents, categorize by type, and assess for retention period.
- Gather and record document-level metadata from scanned right-of-way permits and other documents.
- Review scanned documents, including permits and other types, to identify and record agreements and obligations.
- Mitigate digital documents for accessibility, and research and propose workflows to ensure new documents are accessible from the start.
- Research modern filing systems, and propose new systems or practices for current and future records.

#### Learning Outcomes:

- Improve knowledge of public records requirements and practices. Gain experience with a variety of file and record management systems.
- Understand how good records management can contribute toward better governmental decision making and how that decision making affects the lives of people living in Multnomah County.
- Become part of a workforce that prioritizes equity and accessibility, and learn how these principles can be applied in the workplace and elsewhere.

#### Minimum Qualifications and Education :

- Candidates should have completed within one year or be enrolled in a college/university academic institution.
- College to County Program [Eligibility Website](#).
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Equity and Empowerment Lens](#)).
- Ability to both follow directions and work independently.
- An interest in the hands-on practices of records management and archives.

In accordance with [Oregon Law](#), Multnomah County is not collecting school attendance dates in the initial application process; please do not include these dates in your resume, cover letter and other application materials.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO Know Your Rights poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to 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.

Questions?

Recruiter:

**Yulee Kim-Whetstone**

Email:

**yulee.kimwhetstone@multco.us**

Phone:

**+1 (971) 3490804**

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:

**8007 - College Intern**

<b>Worker Sub-Type</b>	Intern
<b>Location</b>	John B Yeon Facility
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Asset Management (Chet Hagen)