



Klamath County Assessor

Support Staff Intern

(other roles may be included)

The Klamath County Assessor's office administers a state-mandated program that establishes an estimate of fair market value on all residential, commercial, business personal property, industrial land and all industrial improvement values less than \$1,000,000 in Klamath County for tax purposes. We are responsible for administering all laws governing the assessment and appraisal of all properties, maintains records and maps, documents ownership changes recorded in the Clerk's Office, verifies all sales that occur in Klamath County, determines real estate market trends, property tax exemptions, farm and forest special assessments and prepares and levies taxes.

The Klamath County Assessor's office believes that serving the public interest is our number one priority. We are committed to upholding the values and principles of honesty, fairness, courtesy, and respect in all interactions with the public, other government agencies, and co-workers. We are dedicated professionals that believe in team work and we strive for excellence in every corner of our office.

Internship Summary:

The Assessor's Office support staff intern will perform a wide variety of tasks. These may include clerical work (filing, scanning, photocopying, etc.), learning new software (mapping system) and computer work. There will also be special projects that will need assistance.

Primary responsibilities:

- Assist staff in daily tasks
- Perform all duties assigned

Areas of business learning opportunities:

- New terminology and area of governmental assistance
- New software
- Technical skills

Desired Skills/Qualifications:

- Responsible, reliable, and friendly
- Ability to work with current staff and the public
- Detail-oriented; there will be data to review with extreme accuracy!

Expected hours:

- 25-30 hours/week