General Responsibilities

- Review building records for commercial/agricultural property
- Input property characteristics information into our electronic database for Appraisers
- Verify data is current to keep commercial appraisers updated of new changes in ownership
- Assist in transitioning into digital records, as we leverage the information into a Commercial C&I appraisal database

Requirements

- Must be enrolled in a minimum of 12 units during the entire school year
- Rising sophomore, junior, or senior
- Major must be related to the field
- Available to work a minimum of 10 hours a week
- Able to work Mon. through Fri. 8am - 5pm
- Sept. 2020 - June 2021 commitment, but can start as early as June 2020

Qualifications

- Proficient in Microsoft Office Suite
- Detail oriented, willing to learn
- Strong interpersonal skills
- Self motivated and able to work with minimal supervision

How To Apply

To be considered for any internship position within the Assessor's Office:

- Please submit your current resume and cover letter indicating your position of interest and whether your major requires an internship, on Handshake.
- Submit applications by March 1, 2020.
- If considered for the position, you will be contacted in early March to set up a phone interview.

Contact Us

- 1055 Monterey St., Ste. D-360, San Luis Obispo, CA, 93408
- https://www.slocounty.ca.gov/Departments/Assessor.aspx
- (805) 781-5643