



ASSESSOR-COUNTY CLERK-RECORDER

Riverside County, CA



Riverside County Assessor-Clerk-Recorder Institutional Exemption \$12.00 - \$ 17.00/hour

The office's mission is to fulfill the legally mandated function of the Assessor, County Clerk, Recorder, and Records Management Program in an accurate, timely, professional, and courteous manner and to ensure high quality service. To learn more, visit the Assessor-County Clerk-Recorder website <http://www.asrclrec.com/Home.aspx>

General Duties May Include:

Intern will perform technical and clerical work, as well as routine field work for exemption purposes. The intern will also research and update institutional exemption applications, gather information from property owners, and other sources.

Learning Objectives:

- Obtain on-the-job experience
- Professional and career development
- Gain research experience, basic understanding of the operations and functions of the ACR office
- Gain basic knowledge of requirements to record a document in a county office

Qualifications:

- Applicants currently enrolled in and/or attending a Bachelors (3rd or 4th year students) or Master's program at an accredited college or university.
- Area of study: Accounting, Finance, Business / Public Administration, Human Resources, Organizational Studies, Psychology, Sociology, or other Behavioral Science, Arts or Humanities or similar.
- Minimum 2.7 cumulative GPA required.

Details:

Location: Riverside

Hours: 20 hours per week

Application Instructions:

Interested candidates that meet the minimum requirements must apply to job opening # 15391 on Job Gateway. For detailed instructions and to log in, visit <http://rc-hr.com/Careers/HowtoApply.aspx>

*Note: Please include relevant qualifications on your resume. Only qualified candidates will be contacted.
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