



ASSESSOR-COUNTY CLERK-RECORDER Riverside County, CA



Riverside County Assessor-Clerk-Recorder Temecula Commercial \$11.00 - \$ 16.00/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.asrclkrec.com/Home.aspx>

General Duties May Include:

Intern will research and update property assessment records; gather information from property owners, contractors, and other sources; checks property statements, and other assessment materials for accuracy, completion, and conformance with established procedures. Intern will prepare computers and enter changes to the tax roll, perform a variety of clerical tasks about the sorting, processing and filing of documents and records. Intern may also update and send out information on property tax audits.

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 or Masters program at an accredited college or university.
- Area of study: Accounting, Finance, Business / Public Administration, Human Resources, Organizational Studies or similar.
- Minimum 2.5 cumulative GPA required.
- Excellent verbal and written communication skills.
- Ability to work independently, follow directions and accomplish assigned tasks.

Details:

Location: Temecula
Hours: 20 hours per week

Application Instructions:

Interested candidates that meet the minimum requirements must apply to job opening # 13520 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.
Equal Opportunity Employer*