

Assessing Intern - Civic Internship Program

PAY RATE: \$15.97 Hourly

GENERAL OVERVIEW OF POSITION:

Under the direction of the Assessment Staff the Assessing department is seeking an intern. The Assessing intern will put knowledge from business courses such as statistics, finance, and economics into real world use. These positions are tentatively scheduled to work 4 hours per day, Monday through Friday. Working hours may be adjusted to accommodate fall classes toward an academic degree as determined on a case-by-case basis. The Assessing Intern will also experience many other City of Kenosha departments including: Kenosha Fire Department, Kenosha Police Department, Kenosha Municipal Airport, and many more!

WHAT DOES THE CITY ASSESSOR DO?

The Assessor is a State certified individual whose duties are to discover, list, and place a value on all taxable real and personal property in the city, in a uniform manner. The Assessing Department primary objective is to discover, list and value all real and personal property in an equitable manner that is understandable and explainable to the property owners of the City of Kenosha. The Department strives to effectively manage all assessment processes, data systems, public relations and personnel procedures while servicing both internal and external customers.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Prepares statistical reports.
- Assists in updating property record data to include updating property photos and property sketches.
- Assists in making sketches being appraised from blueprints when necessary.
- Assists in making physical inventories of all types of real property.
- Assists in less complex field work (i.e. permit work verifications).
- Performs other duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be enrolled in a program that includes business administration, real estate, finance, statistics, economics, finance, or related field.
- Ability to understand and follow oral and written instructions.
- Ability to make accurate computations and tabulations.
- Ability to communicate effectively orally and in writing.
- Ability to complete and maintain accurate records and prepare reports.
- Ability to establish and maintain effective working relationships.
- Ability to work independently under supervision.
- Ability to handle reasonably necessary stress.