



Loudoun County Government
Summer 2019
“Real Estate Appraiser” Internship Program
Loudoun County Commissioner of the Revenue

Who we are:

The Commissioner of the Revenue is one of Loudoun's five constitutional officers. Specifically established by the Constitution of Virginia, these local officers are elected by Loudoun citizens. As the chief tax assessing officer, the Commissioner's primary duty under the Code of Virginia § 58.1-3103 is to ascertain and assess, at fair market value, all real and personal property in Loudoun.

Program dates, pay rate, location:

- Duration: 10 consecutive weeks (June -August 2019)
- Location: Leesburg, VA (Loudoun County Government Center)
- Working schedule: Flexible; the interns will be expected to work at least 3 days per week (Tuesday, Wednesday & Thursday)
- Paid internship: pay rate starting at \$17.89 /hour

Overview of Internship Program:

The internship program will provide interns with the unique opportunity of working in an elected official's office. The program represents a combination of mentoring, learning activities, and project work focused on real estate assessments.

What you will learn:

The nature of the assignments will vary, allowing opportunity to exercise research, analysis and creativity skills, while providing a practical and challenging experience that will equip you with valuable customer service aptitudes, exposure to proprietary real assessment & tax billing software (iasWorld, GIS, Pictometry, Land Management Information System), understanding of basic property assessment administration and home construction. College credit endorsed at request.

Primary responsibilities:

- Collect property data on residential properties via internal (electronic and hardcopy) records and external sources (through field visits to the properties sites)
- Verify data related to new construction and existing properties
- Measure and calculate floor area square footage and sketch dwellings
- Reconcile property characteristics on county records; and assist and support the full-time appraisal staff with other related tasks

Minimum requirements:

- Internships are open to undergraduate students and graduate students who are currently enrolled in a degree-granting institution, have graduated from a degree granting institution in the last six months or have been accepted into a degree-granting post-graduate program.
- Computer literacy
- Excellent written and verbal communication skills, customer service, research and analysis skills, critical thinking
- Must be a team player and a self-managed learner
- Experience in the real estate, home construction and/or customer service areas, preferred

Special requirements:

- Associate's Degree in Real Estate, Construction, Engineering, and Geography are preferred
- Must be able to navigate construction sites that have difficult terrain and be able to work in all types of weather conditions
- This position involves extensive interaction with homeowners, builders, other government agencies, and assessment staff
- Internships are open to undergraduate students and graduate students who are currently enrolled in a degree-granting institution, have graduated from a degree granting institution in the last six months or have been accepted into a degree-granting post-graduate program.

Job contingencies:

- Employment is contingent upon successful completion of criminal background and driving check
- Must maintain a valid driver's license in Virginia or regional state of residence
- All applicants seeking employment with the Office of the Commissioner of the Revenue are expected to comply with tax obligations. Failure to do so may impede consideration of your application

We are seeking to fill up to 7 (seven) intern roles and the job advertisement will be open until filled. For information on our open positions or to submit your resume, please visit our careers website: <https://www.loudoun.gov/Jobs>

Loudoun County Government is an Equal Opportunity Employer (EOE)