



## WASHTENAW COUNTY OFFICE OF THE DRAIN COMMISSIONER

705 N. Zeeb Rd.  
P.O. Box 8645  
Ann Arbor, MI 48107

Telephone 734.222.6860  
Facsimile 734.222.6803

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### PAID INTERNSHIP AVAILABLE

The Washtenaw County Office of the Drain Commissioner is seeking a paid intern to assist in filling map orders for the Washtenaw County Map Store and assisting staff on a variety of other projects.

#### GIS/Map Store/Special Assessment Intern - \$11.50/hr - \$12.50/hr

##### Scope of Work

Intern will be responsible for completing public and departmental map requests as needed using ESRI ArcGIS software.

Other activities will include assisting with:

- . Tax structures and special assessments
- . Computerization of data – GIS mapping and database creation
- . Records research, possible some fieldwork – GPS data collection.

##### Qualifications

Qualified applicant will have experience with ArcGIS as well as a strong computer background. Education and/or experience in areas related to public administration, geography, surveying, engineering, GPS, cartography, urban or environmental planning is desirable.

##### Skills Desired

Good verbal and written communication skills  
Good customer service skills, with both internal and external customers  
Ability to work well in both groups and individually  
Good research skills, with attention to details

##### Work Location

The Washtenaw County Drain Commissioner's Office is located at 705 N. Zeeb Road, West of Ann Arbor. Individuals may also be required to work in other government agency offices, as tasks require.

##### Time Commitment

Must be able to work a minimum of 10 - 15 hours per week. A commitment of six months or more is desired.

##### Compensation

Hourly wage is \$11.50 to \$12.50 per hour dependent on qualifications.

##### Contact

If interested, please contact:

Ron Mann  
Special Assessment/GIS Coordinator  
At (734) 222-6860 Fax at (734) 222-6803  
E-Mail [mannr@ewashtenaw.org](mailto:mannr@ewashtenaw.org)

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