

SNOHOMISH COUNTY JOB DESCRIPTION
ASSESSMENT ADMINISTRATIVE ASSISTANT

Spec No. 6196

BASIC FUNCTION

To assist the Levy Code Comptroller in the administration of a variety of office functions for the Administration, Customer Service and Appraisal Departments. Perform complex and specialized accounting duties in an accounting subsystem such as accounts payable, accounts receivable, inventory, payroll or receipting.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepare departmental payroll and authorization for department head approval. Prepare payroll record changes for new employees, terminations, step increases, promotions and address change. Reviews and audits employee time sheets and ensures confidentiality;
2. Coordinates activities related to Board of Equalization appeals, Assessor and manifest boards and State Board of Tax Appeals with other departments. Set up and maintain files for all Board of Equalization appeals, assessors and manifest boards, and omits; maintains records of final disposition; sends written notification of value changes for Assessor and manifest boards and omits.
3. Maintains employee payroll records for such categories as sick leave, vacation, overtime and hours worked; records employee salary and history changes such as hours worked, promotions, position names and numbers on manual and automated systems. Prepares and distributes various vacation and sick leave reports.
4. Processes destroyed property claims, which includes recording of and setting up files for applications, calculating prior year valuation determinations and notifying taxpayers of final determinations; coordinates with Treasurers Office for adjustments requiring tax recalculations.
5. Receives, verifies and processes accounts payable vouchers; verifies vouchers for such things as correct procedures and accuracy, vendor names, proper signatures, backup documentation and available funding. Distributes and cancels warrants. Maintains accounts payable files.
6. Assists in clerical tasks related to Human Resources functions for the Assessor's Office including but not limited to preparing interview packets, preparing and mailing letters related to the hiring process, scheduling and administering tests.
7. Prepares accounts receivable billings; collects billing data, reviews for correct procedures and accuracy; mails out bills, reconciles payments; maintains accounts receivables files.
8. Receives processes and deposits cash receipts for counter fees and sales; prepares treasurer's transmittals.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. May act as back up for Customer Service Team, including waiting on customers at the Customer Service Center and at the reception desk answering phones and retrieving voice mail.
10. May act as back up for designated public information officer and is responsible for coordinating and tracking timely responses to public disclosure requests.
11. Makes arrangements for required continuing education, professional associations, etc. including lodging, travel reservations and processes travel authorization forms.
12. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

An Associate of Arts degree in accounting, business administration or related field; and, two (2) year of technical accounting experience. Work related experience may be substituted for the required education on the basis of one (1) year of experience equals two (2) years of education. Typing required 50 wpm may be required. 10-key by touch. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- general property tax assessment rules; regulations and procedures;
- real property legal descriptions, mapping and cartography practices and methods;
- specialized accounting principles and practices required by assigned subsystem;
- operation of assessment computer programs
- data processing practices and procedures, personal computer, spreadsheet, data base and word processing;
- basic mathematics;
- Standard office practices and procedures.

Ability to:

- type accurately;
- follow oral and written instructions;
- operate standard office equipment;
- make arithmetic calculations;
- clearly explain policies, procedures and schedules;
- maintain necessary records and prepare required reports;
- communicate effectively orally;
- maintain confidentiality and exercise good judgment;
- establish and maintain effective work relationships with superiors, associates, and the general public;
- operation of assessment computer programs;

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- concentrate on accuracy of details;
- Lift 30-50 pounds.

SUPERVISION

Employees receive general supervision from the Levy Code Comptroller. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2007
Revised: March 2009, Aug 2012
EEO Category: 6 – Administrative Support
Pay Grade: 311- Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous