

SNOHOMISH COUNTY JOB DESCRIPTION

AUDITOR - APPRAISER TECHNICIAN I

Spec No. 6016

BASIC FUNCTION

To process personal property listings.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Opens and distributes incoming mail for personal property department.
2. Set up new personal property accounts in compliance with department and state laws, rules and regulations.
3. Enters data on personal computer and computer terminals.
4. Analyze and correlate information from affidavits, historical records, financial records and depreciation schedules to determine fair market value of personal property.
5. Explain assessment and appraisal procedures and valuations to property owners, agents and public.
6. Search for and locate property subject to personal property tax.
7. Research for and compile data.
8. Assigns proper valuation schedule to taxpayer listed assets.
9. Process Assessor Roll Changes and Manifest Value Changes.

STATEMENT OF OTHER JOB DUTIES

10. General office functions such as answering phones and personal property filings.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year of general support experience in the Assessor's Office or equivalent; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Education classes in accounting, business administration, finance, or other field directly related to professional accounting work are preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

Successful completion of the Assessor's Association "Fundamentals of the Assessor's Office" course, within twelve (12) months of employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- real and personal property skills
- understanding of property tax administration
- departmental and state laws, rules, regulations and codes as they pertain to real and personal property assessments
- computers and software programs
- basic math calculations

Ability to:

- express oneself in written or oral form
- maintain effective work relationship with superiors, associates and representatives of other agencies
- operate standard office equipment and personal computer

PHYSICAL REQUIREMENT

Ability to lift twenty-five (25) pounds.

SUPERVISION

The employee receives direction from the Personal Property Manager, or other supervisor as assigned.

WORKING CONDITIONS

The working conditions are those of a general office atmosphere.

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: October 1992

Previous Spec No. 711768

Revised and Retitled: August 1995 as Auditor-Appraiser Technician I Trainee

Revised and Retitled: June 2000

Revised: February 2001, January 2006

EEO Category: 6 – Administrative Support

Pay Grade: 307 - Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous