

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **AUDITOR - APPRAISER TECHNICIAN II**

Spec No. 6017

### **BASIC FUNCTION**

Process personal property filings, including assigning valuation tables to equipment; advising public on personal property valuation and assessment issues.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Set-up new personal property accounts in compliance with department and state laws, rules and regulations.
2. Analyzes and correlates information from affidavits, historical records, financial records and depreciation tables to determine fair market value of personal property.
3. Enter data on computer terminals and personal computer.
4. Explains assessment and appraisal procedures, valuations, laws and rules to property owners, agents and general public.
5. Searches for and locates property subject to personal property tax.
6. Researches for and compiles data; writes Assessor Roll Changes and Manifest Boards when appropriate.
7. Makes recommendations on a variety of issues regarding the personal property assessment process; maintains required quantity and quality work standards to meet department goals and objectives.
8. Provides assistance to the public by telephone and at the counter.
9. Reviews and researches returned mail.
10. Processes exemption applications and determinations.

### **STATEMENT OF OTHER JOB DUTIES**

11. May act as backup for real property public service counter.
12. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

One (1) year experience as an Auditor-Appraiser Technician I; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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### SPECIAL REQUIREMENTS

Successful completion of the "Fundamentals of the Assessor's Office" course.

Successful completion of the Assessor's Association Personal Property Audit Course

Washington State Personal Property Accreditation certification required within one (1) year of appointment.

Including periodic completion of assigned in-service training may be required.

### 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

Ability to:

- express oneself in written or oral communication
- maintain effective work relationship with superiors, associates and representatives of other agencies
- manage own time and work with minimum supervision
- analyze and solve personal property tax issues
- prepare and maintain records and required reports
- operate standard office equipment and personal computer
- complete and pass Assessor's Association Personal Property Audit course

### SUPERVISION

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

### WORKING CONDITIONS

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](#)

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Class Established: October 1992  
Previous Spec No. 710759  
Revised: January 2006  
EEO Category: 6 – Administrative Support  
Pay Grade: 309 – Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous