

SNOHOMISH COUNTY JOB DESCRIPTION

AUDITOR - APPRAISER TECHNICIAN III

Spec No. 6018

BASIC FUNCTION

Leads and administers the processing of personal property assessments for the Assessor's Office and performing technical activities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and leads work of personal property technicians; trains and assists technicians in Personal Property assessment practices, procedures, standards, research and analysis techniques.
2. Monitors and reviews the work flow, work in progress and completed work to ensure timely completion and compliance with department procedures, goals and objectives.
3. Analyzes and correlates information from affidavits, historical records, financial records, and depreciation tables to determine fair market value of personal property.
4. Reviews, analyzes and prepares for entry into computer taxpayer's affidavits; ensures accurate cost figures, depreciation factors and penalties.
5. Researches and reviews accounts for assessment errors and taxpayer omissions; make corrections by data entry, Assessor Roll Changes, Manifest Boards and refunds for past, current and future taxes.
6. Explains personal property laws, regulations and appraisal procedures to taxpayers, attorneys, agents, general public and staff.
7. Researches and solves difficult assessment problems; makes recommendations to Personal Property Supervisor regarding assessment decisions, subordinate performance evaluations and assessment procedures.
8. Searches for, discovers and determines fair market values; set-up new commercial business and lease accounts.
9. Checks leased equipment for violations of trade-level concept and determine appropriate action; tracks terminated leased equipment within the county.
10. Assists with and performs various accounting functions including reviewing Washington State Department of Revenue audits and technical "in-house" mail audits.
11. Processes exemption applications and determinations.

STATEMENT OF OTHER JOB DUTIES

12. Performs related duties.

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MINIMUM QUALIFICATIONS

Two (2) years experience as an Auditor-Appraiser Technician II; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Personal Property Auditing course must be successfully completed.

Real property appraisal accreditation certificate must be obtained within six (6) months of appointment.

Successful completion/passing of the IAAO course 1 within six (6) months of appointment.

A valid Washington State Driver's License and a suitable vehicle for reimbursable use on county business.

KNOWLEDGE AND ABILITIES

Knowledge of:

- practices and principles of supervision
- basic mathematical calculations
- standard office practices and procedures
- department and state laws, regulations, and rules relating to personal and real property
- theory, methods and procedures relating to commercial and industrial personal and real property assessment, including accounting theory and practices

Ability to:

- plan, direct, and coordinate the work of others
- express oneself in written or oral communication
- maintain effective work relationships with superiors, associates, subordinates, representatives of other agencies and the general public
- manage own time and work with minimum supervision
- analyze and solve personal property tax issues
- prepare and maintain records and required reports
- effectively lead, train, and coordinate the work of subordinates
- operate standard office equipment and personal computer
- complete and pass the required courses and examinations

SUPERVISION

The employee receives general direction from the Personal Property Manager.

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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: July 1987 as Personal Property Technician

Previous Spec No. 710760

Revised and Retitled: September 1993

Revised: February 1996, May 2000, January 2006

EEO Category: 6 – Administrative Support

Pay Grade: 312 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous