

SNOHOMISH COUNTY JOB DESCRIPTION
AUDITOR-APPRAISER TECHNICIAN TRAINEE

Spec No. 6295

BASIC FUNCTION

To learn to process personal property filings.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Learn to set up new personal property accounts in compliance with department and state laws, rules and regulations.
2. Learn to analyze and correlate information from affidavits, historical records, financial records and depreciation table to determine fair market value of personal property.
3. Enters data on computer terminals and personal computer.
4. Learns to explain assessment and appraisal procedures and valuations to property owners, agents and public.
5. Learns to search for and locate property subject to personal property tax.
6. Learns to research for and compile data.
7. Learns to write Assessor Roll Changes and Manifest Boards.

STATEMENT OF OTHER JOB DUTIES

8. General office functions such as answering phones and personal property filings.

MINIMUM QUALIFICATIONS

Six (6) months 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. 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.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic mathematical calculations
- standard office practices and procedures

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KNOWLEDGE AND ABILITIES (Continued)

- department and state laws, regulations, and rules relating to personal and real property

Ability to:

- communicate in verbally and in writing
- operate standard office equipment
- schedule and manage time independently
- prepare and maintain records and reports
- use computer and various software programs

SUPERVISION

Employee receives direction from an administrative superior as assigned.

WORKING CONDITIONS

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: May 2000
EEO Category: 6 Administrative
Pay grade: 304 - Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous