

SNOHOMISH COUNTY JOB DESCRIPTION

CAMA TECHNICIAN

Spec No. 6311

BASIC FUNCTION

To coordinate with Snohomish County Planning and Development Services and all Snohomish County Cities to obtain and enter blueprint and building permit data into the Assessor's Computer Assisted Mass Appraisal (CAMA) system. Indexes digital photos in CAMA and performs the check-in and check-out process with appraisal for CAMA records. Also assists in performing related Appraisal support tasks.

STATEMENT OF ESSENTIAL JOB DUTIES:

1. Reads, interprets and enters residential and commercial building blueprint data accurately into the CAMA system; makes corrections to sketches as needed after final Appraisal field review.
2. Enters related data from permits and as specified by Appraisal staff into CAMA.
3. Coordinates with County and City Planning offices for pick up and return of blueprints or for on site review and entry.
4. Gathers the necessary data from various entities and generates reports as needed to assist in planning.
5. Prints completed sketches, sorts and files by benchmark area and account number for Appraisal.
6. Performs checkout and check-in process in CAMA for working off-site using a laptop computer. Also performs checkout and check-in process for all field appraisers to work off-site using tablet computers.
7. Processes all permit information by sorting, screening and entering data into CAMA.
8. Maintains sites address maintenance for parcels in CAMA.
9. Indexes digital photos into CAMA for Appraisal.
10. Creates property records for new plats in the CAMA system as well as the tax administration system.
11. Handles returned mail from bulk mailings of Notices of Value Change; researches correct mailing addresses for taxpayers of record; redirects Notices to correct mailing addresses and forwards corrections to the Treasurer's Office.

STATEMENT OF OTHER JOB DUTIES

12. May perform various Appraisal support tasks as assigned.

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STATEMENT OF OTHER JOB DUTIES (Continued)

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of general office experience; OR, the equivalent combination of training and/or experience that provides for the required knowledge and abilities. Previous experience using personal computers and reading blueprints is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic computer operation
- standard office practices and procedures
- principles and application of geometry and algebra

Ability to:

- enter information into the computer accurately and efficiently
- perform mathematical calculations
- work independently with minimal supervision
- follow oral and written instructions
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- learn, interpret and categorize data rapidly and accurately
- meet deadlines and cope with interruptions
- interpret blueprints

SUPERVISION

The employee will receive general supervision from the Appraisal Systems Supervisor or an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment and may be performed in various office environments at county and various city locations.

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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: September 2001
Revised: July 2002, January 2006, May 2006
EEO Category: 6 - Administrative Support
Pay Grade: 309 - Clerical Pay Plan
Workers comp: 5306 Non-Hazardous