

SNOHOMISH COUNTY JOB DESCRIPTION

COUNTY ASSESSOR, CHIEF DEPUTY

Spec No.1023

BASIC FUNCTION

Act for and in behalf of the County Assessor as assigned. Organizes, coordinates and directs the activities of the office.

STATEMENT OF DUTIES

1. Performs all statutory duties of the County Assessor in his/her absence.
2. Plans, organizes, reviews and directs staff work activities; assists in establishing and implementing departmental policies, procedures and methods.
3. Ensures that related work complies with department functions; provides technical assistance on extremely difficult or complex departmental work problems or conflicts.
4. Prepares preliminary annual budget recommendations.
5. Works with departmental supervisors to ensure dissemination/coordination of work load; study production schedules and estimates man-hour requirements for completion of job assignments; supervise training of new workers.
6. Resolves departmental questions or conflicts and perform related work as required with full professional or technical responsibility for work accomplished.

MINIMUM QUALIFICATIONS

Qualifications as established by the County Assessor. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- established departmental operational standards and procedures
- budgetary principles and practices
- general office practices, procedures

Ability to:

- effectively communicate both verbally and in writing
- respond to difficult problems or questions, exercising sound judgment

SNOHOMISH COUNTY JOB DESCRIPTION

COUNTY ASSESSOR, CHIEF DEPUTY

Spec No.1023

KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain accurate and complete records
- read, interpret various data as required
- perceive policy implementation to actions
- establish and maintain effective working relations with other departments, subordinates, public and private officials, and the general public
- read, interpret and apply the laws, regulations and codes of state and local government and court rules relative to the County Assessor's Office

SUPERVISION

The employee works closely with supervisors of departments and all personnel; all major decisions will be subject to the approval of the County Assessor. A high degree of latitude will be allowed for the exercise of good judgment and administrative ability.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional trips to work sites throughout the county.

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: Prior 1981

Previous Spec No. 251170

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt

Workers Comp: 5306 Non-Hazardous