

# SNOHOMISH COUNTY JOB DESCRIPTION

## COUNTY ASSESSOR

Spec No. 0001

### BASIC FUNCTION:

Snohomish County Charter Article 3 Section 3.100. There is hereby created by the adoption of the charter the office of county assessor. Elected officers shall be nominated and elected by the voters of the county, and their terms of office shall be four years and until their successors are elected and qualified.

### STATEMENT OF DUTIES

Snohomish County Charter Section 3.110 Powers and Duties. The county assessor, shall have the powers and duties established by ordinance. All executive departments and elected officers shall be subject to the personnel, budgeting, expenditure and any other policies established by the county council.

1. Per RCW 36.21.020.
  - a. The county assessor in each county in which there is a city of the first class, as soon as the county and state boards of equalization have finally fixed the valuation of the property in such county for state and county taxation in each year, shall certify to the city comptroller of each city of the first class in such county a summary of the valuation of all real estate and personal property in such city, or subject to taxation therein, as shown by the assessment roll of the county, as finally fixed by said boards and also a list of all residents of such city liable to pay a poll tax.

The county assessor, in making up his/her assessment roll for the county, shall place the property within the limits of any such city subject to taxation therein in as compact a form as practicable on the roll, so that the city taxes may be extended, in the same manner as state and county taxes are extended and that portion of said assessment roll embracing persons and property subject to taxation in such city shall constitute also the assessment roll of such city of the first class for the levy and collection of taxes thereof.

When by reason of a change in the boundaries of any such city or otherwise, the rate of taxation is required to differ in different districts thereof, the real and personal property in each district shall be properly segregated for that purpose, and such segregation shall duly appear in the summary certified as aforesaid.

2. Per RCW 36.21.030
  - a. Ex Officio Assessor in other Cities. For the purpose of assessment of all property in all cities and towns of other than the first class, the county assessor of the county wherein such city or town is situated shall be ex officio assessor.
3. Per RCW 36.21.100
  - a. Annual report to department of revenue on property tax levies and related matters. Every county assessor shall report to the department of revenue on the property tax

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### STATEMENT OF DUTIES (Continued)

levies and related matters within the county annually at a date and in a form prescribed by the department of revenue.

### MINIMUM QUALIFICATIONS

Snohomish County Charter Section 4.30 Qualifications – Limitations. Each county official holding an elective office shall be, at the time of appointment or election and at all times while holding office, a citizen of the United States over the age of twenty-one and a three year resident and registered voter of Snohomish County at the time of filing for office.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

EEO Category: 1 - Officials and Administrators  
Pay Range: 001 - Elected Official Pay Plan  
Workers Comp: 5306 Non-Hazardous