

SNOHOMISH COUNTY JOB DESCRIPTION

DATA ENTRY TECHNICIAN

Spec No. 6254

BASIC FUNCTION

To enter detailed complex building sketch information into the Assessor's computer aided mass appraisal (CAMA) system and/or assist staff in performing related tasks.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Translate manually and/or hand drawn or computer automated sketch information and enter such information accurately into the CAMA system.
2. Coordinate with the Appraisal staff regarding the resolution of issues related to technical and sketch information.
3. Process other related conversion information into the CAMA system as needed.
4. May provide technical assistance to other staff members as requested.

STATEMENT OF OTHER JOB DUTIES

5. May perform related tasks such as sorting, processing and filing of documents.

MINIMUM QUALIFICATIONS

Two (2) years of general office experience that includes personal computer applications; OR, any equivalent combination of training and/or experiences that provides the required knowledge and abilities. Previous experience using AutoCAD or a similar program preferred. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures;
- principles and application of geometry and algebra;
- basic computer operations.

Ability to:

- enter information into the computer accurately and efficiently;
- make 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.

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SUPERVISION

Employee receives general supervision from the Data Entry Lead position, Land Segregation Supervisor, or 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: February 1999
EEO Category: 6 – Administrative Support
Pay Grade: 304 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous