

# SNOHOMISH COUNTY JOB DESCRIPTION

## LEVY ASSISTANT

Spec No. 6125

### BASIC FUNCTION

Assists in calculating levy rates within set limitations for taxing districts, and entering data.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in the calculation of maximum regular property taxes and levy rates to verify accuracy of calculations.
2. Logs, screens, enters, and files building permits.
3. Provides information and technical assistance to customers and co-workers regarding taxation and levy issues.
4. Enters data into a variety of computerized systems.
5. Conducts special projects as assigned.

### STATEMENT OF OTHER JOB DUTIES

6. Assists in other areas of the department as required.
7. Performs related duties as required.

### MINIMUM QUALIFICATIONS

An Associate's degree in accounting or related field and two (2) years Office experience in an Assessor's office, title company, or real estate office; or in a related field; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

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

Successful completion/passing of "Fundamentals of the Assessor's Office" class and Levy School within first year of employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- legal descriptions
- data processing practices and procedures

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### KNOWLEDGE AND ABILITIES (Continued)

- personal computer, spreadsheet, database and word processing
- land segregation practices and procedures
- property valuation practices and procedures
- advanced mathematics, including advanced algebra

### Ability to:

- accurately process data and mathematical material
- learn and apply complex ordinances and legislation relating to real property assessment
- read, interpret and analyze related data
- establish and maintain effective work relationships with superiors, peers, associates and the general public
- work independently
- maintain necessary records and prepare required reports
- operate standard office equipment, ten key, and personal computer
- follow oral and written instructions
- meet deadlines and cope with interruptions
- create simple databases, spreadsheet and word processing documents as well as enter data with little or no assistance

### SUPERVISION

Employee receives general supervision from the Levy Comptroller or an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

### WORKING CONDITIONS

The 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: July 1987 as Levy Code Assistant  
Revised: October 1994, January 1997, May 2000  
Revised & Retitled: August 2000  
Revised: September 2001

Spec No. 740809

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EEO Category: 6 – Administrative Support (Including Clerical and Sales)  
Pay Grade: 308 – County Clerk’s Office  
Workers Comp: 5306 Non-Hazardous