

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **MANUFACTURED HOME TECHNICIAN**

Spec No. 6015

### **BASIC FUNCTION**

To maintain real property tax assessment records for all manufactured homes within Snohomish County. To perform basic land segregations/combinations and administrative segregations not requiring extensive research and performs administrative for the purpose of creating senior citizen accounts for exemption purposes.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Evaluates move permits to determine property ownership and location of manufactured homes and adjust the records accordingly.
2. Creates/deletes building-only accounts for relocated manufactured homes; prepares and enters documents; writes relevant legal descriptions.
3. Combines the manufactured home only accounts for building only to building with land per title elimination and owner's requests.
4. Completes requests for value certificates for relocated manufactured homes; determines appraisal re-assessment; coordinates information with the Treasurer's office; checks title documentation.
5. Provides technical assistance related to manufactured homes the public, title companies and escrow agencies, county counter staff and other government entities; make customer referrals when necessary.
6. Reviews excise affidavits for accuracy of legal descriptions and determine the need for segregation.
7. Researches and resolves situations involving prior ownership/taxes owning accounts and manufactured homes assessed on tax parcels in error.
8. Removes from or adds to the tax rolls certain kinds of property such as tax exempt or senior citizen exempt properties.
9. Assists the appraisal staff in locating manufactured homes with no building permits.
10. Updates manufactured home serial numbers in two data systems to aid in quick customer service.
11. Creates and tracks transition accounts for manufactured homes not going directly to a different land account but going into dealer inventory or on consignment.
12. Sets up, segregates and creates manufactured home parks and maintains that information in County computer system.

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **MANUFACTURED HOME TECHNICIAN**

Spec No. 6015

### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

13. Updates parcel maps as needed.
14. Calculates area for new and existing parcels & obtains land values from the Appraisal department.
15. Performs basic land segregations/combinations and other administrative segregations not requiring extensive research, and performing segregations for the purpose of creating senior citizen exemption accounts.
16. Determines the accuracy of existing legal descriptions & changes legal descriptions to reflect new configuration, and/or senior citizen exemption.

### STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Two (2) years of Assessor's office experience; OR two (2) years of experience in the title, real estate, or escrow fields; OR, any equivalent combination of training and/or experience that provides the required knowledge and ability. Must pass job related tests.

### SPECIAL REQUIREMENTS

Successful completion of the "Fundamentals of the Assessor's Office" course within 2 years of hire.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- real property rules and regulations
- office practices and procedures
- fundamentals of real property appraisal
- legal descriptions
- computer systems, software, hardware and peripherals
- basic algebra & geometry used in calculating property size and value
- revaluation cycle and its affect on procedures
- property tax ordinances and legislation

# SNOHOMISH COUNTY JOB DESCRIPTION

## MANUFACTURED HOME TECHNICIAN

Spec No. 6015

### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- communicate effectively, both orally and in writing
- understand and apply complex ordinances, legal documents and legislation relating to real property assessment and taxation
- deal tactfully and courteously with the public, county employees and outside parties involved in property transactions
- type accurately at 40 wpm
- operate standard office equipment
- accurately process data while working under pressure, meeting deadlines and coping with interruptions
- work independently with minimum of supervision
- read and understand maps
- work under pressure, meet deadlines, cope with interruptions
- understand and apply ordinances, legal documents, and legislation relating to real property assessment and taxation

### SUPERVISION

Employee receives general supervision from the Property Control Division Supervisor. The employee will carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices with minimum supervision.

### WORKING CONDITIONS

The work is performed in 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: October 1992 as Auditor-Appraiser Technician I

Revised and Retitled: January 1997, as Mobile Home Technician

Revised: December 1998, January 2019

Revised and Retitled: May 2000, January 2006, May 2010

Previous Spec No. 711758

EEO Category: 6 – Administrative Support

Pay Grade: 308 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous