BASIC FUNCTION

To provide technical support and assistance to all Divisions of the Assessor's Office including: office and remote workstation support and assessment application related process and procedures; provides departmental network administration and support; supports internally-developed application subsystems; and provides technical and process support to the appraisal and modeling Divisions.

STATEMENT OF DUTIES

1. Provides technical support in the administration of the Assessor Property Systems, including the administration of the department networks and automated systems; provides ongoing support and maintenance to the Assessor subsystems; serves in the capacity of Systems Division Supervisor in his/her absence.

2. Works in coordination with the IT Department to perform beta testing for proposed software upgrades and releases, evaluates and tests new software, and supports the deployment of production software releases.

3. Analyzes office operations to determine if new computer programs or programming changes are advisable and/or required; defines and describes the scope of computer system projects; conducts feasibility studies; writes project proposals and specifications; recommends solutions for management; designs, creates, documents, implements and supports these programs.

4. Coordinates with the IT Department and the affected units of the Assessor's Office to resolve any issues or problems that occur during development of computer programs or enhancements; participates in testing new and revised programs and certifies that they meet design specifications; develops or oversees development of program documentation, user manuals and necessary Assessor staff training.

5. Supports published residential and commercial building cost processes and manuals; updates and implements value tables to support assessment to sales ratios within specified guidelines; modifies cost tables as necessary to reflect local market conditions; certifies appraisals to assure compliance with appraisal standards and proper application of valuation parameters.

6. Advises and guides appraisal managers in the creation and/or modification of land tables so that the content and relationships of the benchmark tables will conform to the architecture of the CAMA system; creates and/or updates resulting CAMA land tables.

7. Edits and reviews sales data and conducts ratio studies to measure appraisal progress and performance. Maintains and upgrades ratio reporting database as needed to support office operations and Washington State Department of Revenue requirements.
8. Designs, develops, supports and documents databases and processes that creates residential and commercial sales databases, tracks appraisal production data, and creates revaluation notices; maintains and upgrades databases as needed to support appraisal and office operations; runs batch process that creates sales files for use by appraisal; runs revaluation notice batch programs; provides production tracking spreadsheets for the appraisal division and other Assessor’s Office divisions to provide summary reports to Assessor’s office management and appraisal divisions.

9. Provides setup, initial education and training, and support to Assessor staff on workstation applications, CAMA system, and supported subsystems including, but not limited to, SASMAP, Mobile Assessor, and inhouse created database tracking and reporting systems (e.g., Petitions, Destroyed Property, TASP, etc.).

10. Performs data integrity and/or quality assurance checks in the CAMA systems using SASMAP, Access or ArcView; assures consistent application of standards with regards to land coding and building characteristics capture.

11. Runs system batch reports & processes including, but not limited to, neighborhood pricing, neighborhood certification value posting, and refresh of ProVal analysis table.

12. Maintains process control logs for all batch process including pricing, certification, and revaluation notices.

13. Track and report results of batch processes. Reports are used in quality control checks performed both by the Property Assessment Program Analyst and appraisal managers and in reporting value changes by parcel, property type and district.

14. Responsible for the annual appraisal of timber accounts; updates timber CAMA tables using DOR supplied rates, identification of timber accounts, pricing of timber accounts, certification of timber accounts and reporting of results.

15. Works with the IT Department to identify and analyze malfunctions and other problems with computer devices and applications; proposes solutions and coordinates resolution with Systems Division Supervisor, IT Department, and affected users; monitors and audits computer reports to assure data validity and integrity.

16. Acts as workstation and mobile device coordinator; advises Systems Division Supervisor, Assessor, and staff on equipment standards, makes recommendation for hardware and software purchases. Coordinates installation of workstation and mobile devices (cellphones and iPads) on initial setup and during Technical Replacement Program (TRP) upgrade cycles; develops and assists staff in programming workstation and mobile devices; tracks assignment of mobile and remote devices/equipment; and acts as account administrator on mobile device and application vendor accounts.
SNOHOMISH COUNTY CLASS SPECIFICATION
PROPERTY ASSESSMENT PROGRAM ANALYST
Spec No. 2130

STATEMENT OF DUTIES (continued)

17. May lead assigned appraisal, technical or clerical staff on a project basis.

18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Four (4) years’ experience in property tax appraisal including two (2) years’ experience working with a CAMA system; OR, any combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Must be an accredited Residential Appraiser per Washington State DoR. Periodic completion of assigned in service training may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic workstation, computer and mobile device processing concepts and terminology;
- computer based spreadsheet and data base systems;
- basic data processing and mobile device concepts and terminology;
- standard appraising methods and techniques applicable to residential and commercial appraisal;
- working knowledge of statistics;
- methods and techniques applicable to mass appraisal and statistical updates;
- departmental and state laws, rules, regulations, codes and statutes pertaining to mass appraisal programs;
- office practices and procedures;
- valuation theory and practice.

Ability to:

- learn and become proficient with workstation computers and mobile device hardware and software;
- learn and become proficient with the county mass appraisal system;
- analyze and solve technical and administrative problems associated with work;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with superiors, associates, other county employees, representatives of other agencies, and the general public;
- maintain necessary records and prepare required reports.
SNOHOMISH COUNTY CLASS SPECIFICATION
PROPERTY ASSESSMENT PROGRAM ANALYST
Spec No. 2130

SUPERVISION

The employee receives direction from the Assessment Systems Supervisor or other administrative superior(s). The work is performed with considerable independence and is reviewed through meetings, reports, and by evaluation of results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. Appraisal work is performed indoors and outdoors at sites throughout the county. There is possible exposure to hazardous areas at industrial and new construction sites.

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: 1981 as Real Estate Analyst
EEO Code: 3 – Technicians
Pay Grade: 240 – Classified Pay Plan
Workers Comp 1501 – Hazardous
FLSA Status: Non-Exempt