

SNOHOMISH COUNTY JOB DESCRIPTION

PROPERTY CONTROL ANALYST

Spec No. 6001

BASIC FUNCTION

To evaluate recorded documents, deeds and instruments to maintain records relating to property ownership. Changes, adjusts and creates property accounts according to documentation reviewed. Splits or creates new parcels and combines or revises existing parcels after determining the accuracy of the documentation that caused the action to take place.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Determines accuracy of legal descriptions and need for creation of new parcels and/or other changes for all types of property transactions.
2. Writes concise legal descriptions which specifically identify real property parcels; compares adjoining property legal descriptions for overlaps or gaps; drafts maps and drawings.
3. Calculates area for new and existing parcels; prorates existing assessed values among all parcels; obtains updated values from appraisers; determines location of all buildings.
4. Initiates contact with all interested parties to resolve property transactions and legal description questions; informs of inconsistencies or errors in recorded documentation and requests corrections or resolutions to each issue.
5. Compiles and updates property account tax and appraisal program information into computer system; drafts and processes all necessary correspondence; maintains appropriate files.
6. Makes changes within the tax administration program to remove from, or add to, tax rolls specific kinds of property.
7. Assists public with questions related to property ownership, history and legal descriptions; refers to other sources.
8. Conducts research and locates data from a variety of automated systems and outside sources.
9. Utilizes aerial photos to assist in process of locating buildings, boundaries and forest land on parcel maps.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

Two (2) years of Assessor's Office experience preferred.

SPECIAL REQUIREMENTS

Successful completion of "Fundamentals of the Assessor's Office" course.

KNOWLEDGE AND ABILITIES

Knowledge of:

- property tax ordinances and legislation
- office practices and procedures
- fundamental of real property appraisal
- the revaluation cycle and effects on procedures
- instruments of property title, encumbrance and transfer
- legal descriptions
- basic algebra and geometry used in calculating property size and value
- computer systems, software, hardware and peripherals

Ability to:

- 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
- multi-task
- operate standard office equipment
- communicate effectively, both orally and in writing
- read and understand maps and be able to draw them neatly and accurately
- accurately process data and mathematical material
- work under pressure, meet deadlines and cope with interruptions
- work independently with minimum supervision

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SUPERVISION

Employees receive general supervision from an office supervisor. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices. The work is reviewed by evaluation of results obtained.

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: pre-1977 as Abstract Clerk

Previous Spec No. 710704

Revised: January 1986

Revised and Retitled: May 2000 as Land Segregation Technician, June 2021 as Property Control Analyst

Revised: October 2000; January 2006

Revised and Retitled: July 2009

EEO Category: 6 – Administrative Support

Pay Grade: 234 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous