

SNOHOMISH COUNTY JOB DESCRIPTION

ASSESSMENT TECHNICIAN I

Spec No. 6226

BASIC FUNCTION

Provides general information and research assistance for customers by phone, e-mail or in person at the Customer Service Counter or directs them to the appropriate person or other county or city office. Assists in the area of clerical, data entry, senior citizen exemptions, and excise tax affidavits.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Explains basic property tax assessment, appraisal procedures, and values to owners, agents or accountants, and the general public; responds to inquiries and solves general problems.
2. Receives and determines basic senior citizen/disabled person exemption eligibility and processes changes in the Assessor's records; receives forms for special classifications such as, open space, process, general, agricultural, timber, historical property; receives requests for segregation or combination requests.
3. Processes, routes and enters excise tax affidavit information into the computer system after reading and interpreting legal descriptions of various levels of complexity; enters sales information in database; determines if segregation is required; determines correct codes for Dept. of Revenue report on valid and invalid sales and use by Appraisal Department for assessing property.
4. Collects fees and makes change for various maps, copies and reports.
5. Assists other departments as needed by performing sorting, filing and distributing form letters, and mass mailings, data entry and ownership records retrieval and research.
6. Assists in purging of old records and sorting and routing of historical records.

STATEMENT OF OTHER JOB DUTIES

7. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of general office customer service, or real estate customer service experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED REQUIREMENTS

Customer service experience in an assessor's office is preferred.

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SPECIAL REQUIREMENTS

Successful completion/passing of Department of Revenue "Fundamentals of the Assessor's Office" course (offered every 2 years).

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- rules of grammar, spelling, punctuation and word usage
- basic arithmetic/geometry
- basic operation of personal computers and programs

Ability to:

- assist the public in determining what their needs are
- quickly learn the names, location and functions of departmental activities
- communicate effectively both orally and in writing
- accurately process data and maintain records
- deal tactfully and courteously with the public, county employees, state agencies and outside parties in regard to property tax laws
- learn, interpret and categorize data rapidly and accurately
- operate standard office equipment such as personal computers, phones and calculators
- read and understand maps
- work well in a team setting

SUPERVISION

The employee receives supervision from the department supervisor.

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: November 1997

Revised: May 2000, Jan. 2003, January 2006, January 2013, September 2016

EEO Category: 6 – Administrative Support

Pay Grade: 306 – Classified Rate Table

Workers Comp: 5306 Non-Hazardous