

SNOHOMISH COUNTY CLASS SPECIFICATION

PROPERTY ASSESSMENT PROGRAM ANALYST

Spec No. 2130

BASIC FUNCTION

To provide technical advice and assistance to all units of the Assessor's Office regarding office automation and computer related assessment procedures, to develop and support assessment support sub systems and to analyze and provide sales data to the appraisal section.

STATEMENT OF DUTIES

1. Provides technical support in the administration of the Assessor Property Systems, including the administration of the department network and automated systems; provides ongoing support and maintenance to the assessor sub systems; serves in the capacity of Assessment Systems Supervisor in his or her absence.
2. Performs beta testing for proposed software releases, evaluating and testing of new software releases, and the deployment of production software releases.
3. Analyzes office operations to determine if new computer programs or programming changes are advisable 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 Department of Information Services 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 staff training.
5. Analyzes and evaluates published building cost manuals for residential and commercial and ascertains their applicability to property types in Snohomish County; monitors real estate sales activity; evaluates the ability of the value tables to produce assessment to sales ratios within specified guidelines; modifies cost tables as necessary to reflect local market conditions; reviews appraisals to assure compliance with appraisal standards and proper application of valuation parameters.
6. Advises, analyzes and guides appraisal managers, in the creation 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. Coordinates activities for real estate excise tax affidavits; monitors work load to ensure timely entry of sales data for preparation of monthly reports; researches unusual conditions that may affect sale prices.
8. 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.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

9. 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.
10. Monitors building permit activities and compiles monthly activity report; prepares a variety of reports on weekly, monthly or other basis to assist in evaluating appraisal activity; maintains and upgrades building permit tracking / reporting databases as needed to support office operations.
11. Provides education and training to office staff on the Assessor's CAMA system, supported sub systems including Parcel Analyst and in house created database tracking and reporting systems.
12. Performs data integrity and/or quality assurance checks in the CAMA systems using Parcel Analyst, Access or ArcView; assures consistent application of standards with regards to land coding and building characteristics capture.
13. Runs system batch reports & processes including but not limited to, neighborhood pricing, neighborhood certification value posting, and refresh of ProVal analysis table (Res_Char_Sum).
14. Maintains process control logs for all batch process including pricing, certification Res_Char_Sum refresh and revaluation notices.
15. 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.
16. 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.
17. Identifies and analyzes malfunctions and other problems with computer programs; proposes solutions and coordinates resolution with Assessment Systems Manager, DIS and affected users; monitors and audits computer reports to assure data validity and integrity.
18. Acts as personal computer coordinator, advises Assessment Systems Manager, Assessor and staff on equipment standards, makes recommendation for hardware and software purchases. Coordinates installation of personal computers and develops and assists staff in programming personal computers.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

19. May lead assigned appraisal, technical or clerical staff on a project basis.
20. 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 certified as a Residential Appraiser IV. Periodic completion of assigned inservice training may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic personal computer processing and terminology;
- personal computer based spreadsheet and data base systems;
- basic data processing 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 personal computers 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.

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SUPERVISION

The employee receives direction from the Assessment Systems Supervisor or other administrative superior. 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

Revised: January 1990; October 2002; January 2006, May 2006

Previous Spec No. 361328

EEO Code: 3 – Technicians

Pay Grade: 240 – Classified Pay Plan

Workers Comp 1501 - Hazardous