



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Assessor

| Position: Appraiser III

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 121: \$4,529–\$6,090/mo (DOQ)

Posting Opens: January 7, 2022

Posting Closes: Open until filled

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## DEPARTMENT / OFFICE

This is a represented position by the Teamsters Union in the Assessor's Office.

## POSITION SUMMARY

Under general supervision, coordinates and performs a variety of technical functions for the Lewis County Assessor's Office to provide a supportable statistical basis for establishing sales trends, and sales/cost data for updating property values; compiles and analyzes property and market sales data; and performs other related duties.

## HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possesses the knowledge, skills, and abilities as identified in the job description.

*Preference will be given to existing Teamsters Represented employees within the Assessor's office.*

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

All application materials must be received in the Assessor's Office.

## MINIMUM REQUIREMENTS

- Associate's Degree with emphasis in economics, business, real estate and related fields
- Three (3) year's property appraisal experience
- State of Washington Real Property Assessment Accreditation and successful completion of International Association of Appraisal Officers (IAAO) courses 101 and 102 are required
- Completion of course 300 is required within one year of hire date, and courses 311, 312 and Land Modeling using SPSS are required within five years of hire date
- A valid Driver's License is required
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.