



DEPUTY ASSESSOR LEVY & AUDIT JOB DESCRIPTION

Job Title: Deputy Assessor Levy & Audit

Job Code: AS213

Pay Grade: 20

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

NATURE OF WORK

Under general supervision, coordinates and performs a variety of technical assessment functions for the Lewis County Assessor's Office; audits special use programs; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Collects data used to establish the County's levy rates; calculates levies, tax rolls, and timber assessed values used in the levy process; certifies values for each new tax year and balances related calculations.
- Determines and collects requested and allowable tax revenues from junior taxing districts; establishes and certifies levy rates to the County Treasurer's Office for tax billing purposes.
- Performs audits of parcels currently participating in, requesting continuance of, and/or applying for acceptance into the Current Use or Designated Land Forest programs.
- Updates and maintains data pertaining to State Assessed Utility Properties.
- Compiles and submits annual assessment and statistical reports to the Department of Revenue.
- Develops, generates, and maintains a variety of computerized reports as required by all departments within the Assessor's Office.
- Conducts program update tests; communicates related requests and issues to the Tax Program Administrator.
- Responds to audit related inquiries from County residents; receives and processes public disclosure requests.
- Performs the duties of the Exemptions Clerk in his/her absence.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

EMPLOYMENT STANDARDS:

Associate's Degree in Public Administration or a closely related field; AND three (3) year's experience in assessments and levy process administration.

A valid Driver's License is required.

State of Washington Real Property Assessment Accreditation is required; must possess a valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Audit, assessment, and levy principles and processes.
- Special use programs and methods of administration.
- Washington Administrative Code and the Revised Code of Washington.
- Assessment software and departmental records and reports.

Skills in:

- Coordinating and conducting a variety of specialized assessment functions.
- Interpreting legal descriptions and property maps.
- Compiling data, preparing reports, and performing mathematical calculations.
- Establishing and maintaining effective working relationships with other staff, outside agencies, and the general public.
- Communicating effectively verbally and in writing.