



# DEPUTY ASSESSOR PROPERTY CONTROL SPECIALIST II JOB DESCRIPTION

Job Title: Deputy Assessor Property Control

Job Class: TBD

**Specialist II**

Effective Date: October 2007

Pay Grade: 118

Revision Date: January 2024

FLSA: Non-Exempt

## NATURE OF WORK

Under close supervision, conducts a variety of technical functions involving the development and maintenance of maps and related data products for the Lewis County Assessor's Office; updates and maintains GIS parcel layer information; 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.*

- Participates in maintaining the County's GIS parcel layer information; updates, modifies, and/or corrects related data as required.
- Compiles, organizes, manipulates, analyzes, and documents geographic data; researches and interprets legal documents; calculates acreage and square footage for new and existing parcels; applies related information to the GIS parcel layer.
- Determines the accuracy of legal descriptions and the necessity of segregations and/or other specific property transaction changes including large lot subdivisions, short plats, and boundary line adjustments.
- Enters data for new parcel segregations into the Tax Assessment and CAMA systems.
- Verifies property ownership, prorates existing assessed values among segregated parcels, and inputs related data into the departmental computer system for use by the Assessor and Appraisal staff.
- Edits, maintains, updates, and verifies the accuracy of the Department's mapping data and computerized files; processes and inputs annexation and segregation data into the GIS database.
- Maintains the accuracy of land title records; performs record modifications; researches, identifies, and corrects data errors as required.
- Responds to mapping inquiries and assists the public in researching ownership, boundary, and/or assessment information; modifies records and maps accordingly.
- Provides expertise regarding real estate transfers, title acquisition methods, financial and non-financial encumbrances, land area computation, property tax rules, and methods for establishing legal chain of title.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

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

## DISTINGUISHING CHARACTERISTICS:

This is the journey level in the Property Control Specialist series. Incumbents have acquired necessary technical knowledge and are granted a greater degree of independence as further experience is gained.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Drafting, Geographic Information Systems, or a closely related field; AND two (2) year's GIS mapping experience

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- GIS mapping principles and practices.
- Hardware and software relative to GIS mapping functions.
- Legal descriptions, recorded documents, and conveyance instruments.
- Assessment principles and processes.
- Customer service standards and protocol.

**Skills in:**

- Performing a variety of technical mapping functions.
- Maintaining and updating County maps and GIS parcel layer information.
- Interpreting recorded documents and determining the accuracy of legal descriptions.
- Responding to mapping inquiries and providing customer service to the public.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and the general public.
- Appraisal databases and standard computer software applications
- Communicating effectively verbally and in writing.