



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Assessor

| Position: Sales Analyst

Who May Apply: Teamsters – Assessors Employees

Employment Status: Regular Full-Time

Salary Range: Grade 23: \$4,289 – \$5,767

Posting Opens: 04/17/2017

Posting Closes: 04/21/2017 at 4:00 p.m.

DEPARTMENT / OFFICE

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

POSITION SUMMARY

Under general supervision, provides technical support functions to the Assessor's Office by analyzing sales and property transactions through programming, data manipulation, and statistical analysis; analyzes property sales for validity and market value in order to improve property assessment accuracy and uniformity; and performs other related duties. Work is performed in a standard office environment and in the field when conducting appraisals.

HOW TO APPLY

Application materials and job description is included in email recruitment. You may turn in a completed application to:

Lewis County Assessor
351 NW North Street
Chehalis, WA 98532

or

Human Resource Department RM 023

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.

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.

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.

WHO MAY APPLY

This recruitment is open to any Assessor's Office Teamsters represented employee who can perform the essential functions and possess knowledge, skills, and abilities as identified in the job description.

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 by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to marci.miess@lewiscountywa.gov. *If completing the application online, hard copies are not necessary.*

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.

MINIMUM REQUIREMENTS

- Associate's Degree in Economics, Real Estate, or a closely related field
 - Four (4) year's commercial & residential property appraisal experience
 - A valid Driver's License is required
 - Experience using computer statistical models
 - Proof of eligibility to work in the United States
 - Ability to speak, read, and write the English language effectively
 - Experience in lieu of education may be substituted according to Lewis County Policy – Section 2.0 of the Employee Handbook.
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