



DEPUTY ASSESSOR LEVY & AUDIT JOB DESCRIPTION

Job Title: Deputy Assessor Levy & Audit	
Dept./Division: Assessor	Job Class Code: 1039
Pay Grade: 121	PCN: 1039001
FLSA: Non-Exempt	Effective Date: October 2007
Representation Status: Teamsters	Revision Date: September 2025
Reports To: Chief Deputy Assessor	

NATURE OF WORK

Under general supervision, this position coordinates and performs a variety of technical assessment functions for the Lewis County Assessor's Office.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- 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.
- Creates daily recalculation worksheets for taxes to be rebilled by the Treasurer.
- Creates weekly notices for changes in value to be sent to the taxpayer.
- 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.
- Works with the Assessor to prepare and attend meetings with districts and the public to educate levy processes and possible changes in the process.
- Assists the Chief Deputy with annual assessment functions to complete the assessment and tax rolls.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

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

QUALIFICATIONS:

REQUIRED: Education, experience, certifications, etc.

- Associate's Degree in Public Administration or a closely related field; AND three (3) years' experience in assessments and levy process administration; OR
- A combination of at least three (3) years relevant experience and/or education.
- A valid Driver's License is required.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- 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.
- Compiling data, preparing reports, and performing mathematical calculations.
- Establishing and maintaining effective working relationships with other staff, outside agencies, and the general public.
- Proficiency in MS Excel and knowledge of MS Access.
- Communicating effectively verbally and in writing.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance.
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As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature Date