

WALLA WALLA COUNTY

Phone: (509) 524-2600 □ Fax: (509) 524-2603
P.O. Box 1506 □ Walla Walla, Washington 99362

EMPLOYMENT OPPORTUNITY

Assessor's Office

Position: Office Assistant/Receptionist
Salary range: \$15.20 per hour
Location: Assessor's Office
Employment Type: Part time (15 hrs./wk.), flexible days/hours, union

Closes: November 20, 2020 at 4:00 p.m.

Brief Duties and Responsibilities: This is a part time position that assists the real property appraisers with data entry and sketching properties. This position requires a high degree of accuracy, interpersonal skills, ability to work independently and good work ethics. Verify and update existing property records. Transfer missing data. Draw improvement sketches of existing records using Rapid Sketch in PACS. Assist residential appraisers. Compare property characteristics in old CAMA system to the new system.

Working Conditions: Work is performed in an office setting with extended periods of sitting at a computer.

Minimum Requirements: High school diploma or equivalent. Strong computer skills required. Construction, appraisal, real estate or technical drawing experience preferred. Ability to follow instructions and read and understand building construction plans, specifications and blueprints. Proficient computer skills with the ability to quickly learn new software programs. Ability to work independently with little or no supervision.

Application: Visit the County website at www.co.walla-walla.wa.us to download a copy of the job description and to apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, voice (509)524-2600, email hr@co.walla-walla.wa.us

SELECTION IS BASED ON QUALIFICATIONS, TESTING, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT