

**Walla Walla County
Position Description**

JOB TITLE: Office Assistant/Receptionist

DEPARTMENT: Assessor's Office

REPORTS TO: Appraisal Supervisor

PAY GRADE: 1, Part Time (15 hrs./wk.), Courthouse Union

JOB SUMMARY: 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.

ESSENTIAL FUNCTIONS:

- Verify and update exiting property records.
- Draw improvement sketches of exiting records using Rapid Sketch in PACS.
- Assist residential appraisers.

EXAMPLE OF DUTIES:

- Compare property characteristics in old CAMA system to the new system.
- Transfer missing data.
- Draw improvements sketches.
- Operate the TerraScan and PACS appraisal programs.

EQUIPMENT TO BE USED:

Desktop computer and various office equipment as needed.

WORK ENVIRONMENT/PHYSICAL ABILITIES:

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

KNOWLEDGE/ ABILITIES:

- Proficient computer skills with the ability to quickly learn new software programs.
- Ability to follow instructions.
- Ability to read and understand building construction plans, specifications, and blueprints.
- Ability to work independently with little or no supervision.

EDUCATION/EXPERIENCE: High School Diploma or G.E.D required. Strong computer skills required. Construction, appraisal, real estate or technical drawing experience preferred.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**