



Vicki Lubrin – License Manager
Licensing Division
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VEHICLE / VESSEL LICENSE SUBAGENCY APPLICATION ANNOUNCEMENT

The Snohomish County Auditor will be accepting applications for a Vehicle/Vessel License Subagency in the **Mountlake Terrace** area.

Applications are available from Vicki Lubrin, License Manager, at the following location:

Snohomish County Auditor's Office – License Division
1st Floor Administration WEST Building
3000 Rockefeller Avenue
Everett, WA 98201

No applications will be faxed or mailed

Interested applicants must meet, at a minimum, the following criteria:

1. Suitability of location, which will provide adequate service to the public;
2. Defined operating hours including Saturdays;
3. Public parking including disabled accessibility;
4. Must be able to meet bond and insurance requirements;
5. Must meet state mandated record keeping and reporting requirements;
6. Must attend mandatory training sessions at various locations in Snohomish County;
7. Must provide adequate trained staff to meet technical and public service level requirements;
8. Must meet and maintain performance standards set by Snohomish County Auditor's Office and the State of Washington Department of Licensing;
9. Agree to comply with Equal Opportunity and human rights laws;
10. Agree to provide full vehicle and vessel licensing services;
11. Agree to establish a special Subagent/Department of Licensing Agency bank account;
12. Enter into a contractual agreement that is binding upon the subagent and subagent employees.

Successful applicants in the written phase will then participate in an oral interview process and must be prepared for inspection of proposed location. Applications are to be returned to the Auditor's Office **no later than 5 PM on November 30, 2006**. The Department of Licensing provides Equal Opportunity when appointing Subagents. Women, minorities, aged and disabled persons are encouraged to apply.