

SNOHOMISH COUNTY JOB DESCRIPTION
ASSESSMENT ADMINISTRATIVE SUPERVISOR

Spec No. 6142

BASIC FUNCTION

Supervises coordinates and administers a variety of office functions for the Assessor and the Chief Deputy Assessor including the supervision of the Assessor's Administration, Appraisal Support and Public Information Divisions. Performs all Human Resources functions for the Assessors Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises, organizes and coordinates the Administration, Appraisal Support and customer service divisions; recommends hiring, selection, transfer, termination and discipline of employees.
2. Represents and speaks on behalf of Assessor and Chief Deputy on appropriate issues when approached by staff or internal and external clients; recommends decisions regarding personnel issues and on special request of problems that occur in their absence.
3. Serves as members of the leadership team in recommending policies and procedures that improve and enhance the performance of the office; participates in the development of performance measures; serves on a variety of teams, committees and task forces as needed; ensures the safety and security of staff and operations while at work.
4. Performs Human Resources functions for the Assessors Office. This includes, but is not limited to; preparing job requisitions, recruitment of applicants, job posting, reviewing job descriptions, preparing and conducting tests, certifying interview lists, conducting interviews and certifying hiring decisions and ensures confidentiality
5. Conducts periodic performance evaluations of employees; coaches employees concerning job performance matters; determines need for employee discipline and effectively recommends disciplinary and other courses of action.
6. Certifies and approves annexation petitions from Cities to the Boundary Review Board according to RCW requirements; identifies accounts within the petition area, acreage amount and ownership; verifies signatures and petition format according to RCW; calculates ownership percentage by acreage and value.
7. Develops and implements special projects including designing work plans and appropriate procedures as directed; performs project and timeline tracking with high production expectations.
8. Researches, prepares and maintains a variety of personnel issues; maintains confidentiality related to sensitive personnel and political issues.
9. Produces highly visible and confidential correspondence and reports with accuracy; oversees quality control of documents.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Develops and designs office policies and procedures for a productive environment and coordinates with other administrative team members; assists or instructs customers and staff in complying with policies and procedures.
11. Monitors and tracks departmental budget; reconciles and verifies budget and financial data; provides input and assistance for budget development; monitors and maintains reports on office-wide performance measures in the county tracking tool system.
12. Reviews legislation to determine impact on departments; implements new RCW's and procedures pertaining to department responsibilities; develops written procedures and policies; monitors existing procedures for compliance with statutes; takes action to correct deficiencies; contacts prosecuting attorney for legal opinions as necessary.
13. Supervises the coordination of activities related to the Board of Equalization appeals, Assessors and manifest boards and State Board of Tax Appeals, Assessors and manifest Boards and Omits.
14. Supervises the activities related to the processing of destroyed property claims.
15. Supervises in the preparation of the department payroll; ensures deadlines are met; verifies accuracy of timecards and maintenance of vacation, sick leave, overtime and comp time records; oversees the preparation of payroll.
16. Supervises the administration division in the preparation of requisitions, vouchers, departmental ledgers, budget reports, budget transfers, emergency appropriations and supplemental appropriations for approval.
17. Supervises the customer service division for taxpayers and other members of the public requesting information about property ownership, tax assessments, specialized tax plans and legal descriptions, ensures that problems are handled with tact and diplomacy; handles most difficult and complex issues or special requests by the public and external/internal customers.
18. Serves as ADA coordinator and designated public information officer.
19. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associates degree in business management, accounting or related field; And, five (5) years experience working in the Assessor's Office, including two (2) years of governmental accounting experience, and two (2) years in a lead or supervisory position; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in property appraisal and/or auditing is preferred. Must pass job related tests.

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SPECIAL REQUIREMENTS

Successful completion of the Assessors Association Fundamental Course.

Successful completion of the International Association of Assessing Officers (IAAO) course 1.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of management and supervision;
- property tax ordinances and legislation;
- public information/freedom of information laws and legislation;
- ADA laws and regulations;
- standard office practices and procedures;
- tax assessment rules, regulations and procedures;
- property legal descriptions, mapping and cartography practices and methods;
- fundamentals of real property appraisal;
- computer systems, software and hardware;
- office policies, procedures, methods, and equipment;
- business writing and report preparation;
- research and analysis techniques.
- Principles and practices of personnel administration

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- effectively supervise, train, coordinate, coach and evaluate the work of employees;
- understand, interpret and apply ordinances, terms of legal documents, and legislation relating to real property assessment and taxation, employment and public disclosure;
- work and make recommendations under pressure, meet deadlines and cope with interruptions;
- correlate technical data from a variety of sources;
- work independently with minimum supervision;
- maintain necessary records and prepare required reports;
- communicate effectively both orally and in writing;
- establish and maintain effective working relationships with superiors, associates and the general public;
- operate associated peripheral equipment, including computers and standard office equipment;
- read and understand maps and follow legal descriptions;
- develop and implement procedures with available resources that comply with relevant legal requirements.

SUPERVISION

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The employee receives limited direction from the Chief Deputy and Assessor and has wide latitude in dealing with technical matters. Direct supervision is exercised over assigned staff. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

Class Established: January 1990 as Assessment Administrative Supervisor
Revised: November 1994, November 1998, May 2000
Revised and Retitled: February 2004 as Assessment Administrative Manager
Revised and Retitled: April 2004
Revised: December 2007
EEO Category: 6
Pay Grade: 242
Workers Comp: 5306 – Non-Hazardous