

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **EXEMPTION COORDINATOR, ASSISTANT**

Spec No. 6065

### **BASIC FUNCTION**

To assist the Exemption Division Supervisor in processing a variety of state-legislated programs granting exemptions and exceptions to state property tax laws.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Receives and reviews claims and applications for exemptions including but not limited to income-related documentation for senior citizens and/or disabled persons; determines eligibility of those applications and issues formal approval or denial to applicants.
2. Reviews processes and routes applications to County Council for the Current Use Taxation Act which includes Open Space General and Open Space Timberland; reviews processes and routes applications to appraisal staff for Designated Forestland and Open Farm and Agriculture classifications; administers the changes in valuation and taxation for the properties; updates and verifies accuracy and completeness of Assessor's records when application process is complete.
3. Initiates contact and coordinates with internal and external offices and agencies regarding exemption criteria.
4. Completes data entry in the tax administration system for new, amended and canceled exemptions.
5. Reviews transfers and sales of property with special tax status; insures required field inspections are conducted to determine if use of property complies with statutes; assembles, organizes and analyzes information; continues or rescinds exemptions; decides if penalties and back taxes are required and calculates and levies specific amounts when appropriate; signs all documents..
6. Receives, processes and approves or denies applications for deferrals of property taxes for Seniors/Disabled Persons or Low Income Households, Home Improvements, Special Valuation of Historic Properties and Multiple-Unit Dwellings in Urban Centers exemptions or other exemptions as established in state law.
7. Provides information and technical assistance to customers regarding exemptions and related issues; reviews state laws pertaining to various exemption situations.
8. Maintains and updates forms, information sheets, applications and supplies for exemptions division, counter staff and public distribution; designs forms to be used for a variety of exemption department uses.

### **STATEMENT OF OTHER JOB DUTIES**

9. Assists in training support staff.

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### STATEMENT OF OTHER JOB DUTIES (Continued)

10. Requests segregations for a variety of exemptions, extract and apply the information to process the exemption. Provides assistance as necessary to Property Segregation Technicians who may have questions regarding complex exemption segregations.
11. May attend public meetings at a variety of locations to provide information and technical assistance regarding exemption qualifications.

### MINIMUM QUALIFICATIONS

Two (2) years of Assessor Office experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL QUALIFICATIONS

A valid Washington State Driver's License.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- real property appraisal principles
- legal property descriptions and maps
- fundamentals of property titles, transfers and encumbrances
- office practices and procedures
- county standard computer systems, software and hardware
- tax assessment rules, regulations and procedures
- property tax ordinances and legislation
- principles and practices of land segregations
- IRS income tax forms and calculations

Ability to:

- communicate effectively verbally and in writing with a variety of groups and individuals from diverse backgrounds
- exercise good judgment, critically analysis and solve work related problems;
- accurately process data and maintain records
- understand and interpret statutes, laws and regulations governing tax statutes and exemptions
- work independently with minimum supervision, cope with interruptions and meet dead lines

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#### KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with superiors, peers, and subordinates
- deal tactfully and courteously with the public, attorneys, county employees and state agencies
- type accurately;
- operate and understand personal computers
- read maps, aerial photos, review segregations and accurately process data and mathematical material

#### SUPERVISION

The employee receives supervision from the Exemption Division Supervisor. Objectives, priorities and deadlines are established by the supervisor. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices.

#### WORKING CONDITIONS

The duties of this position are performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1990  
Previous Spec No. 710742  
Revised: August 1999, January 2006, February 2018  
EEO Category: 6 - Paraprofessionals  
Pay Grade: 309 - Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous