

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PROPERTY ACCOUNT TECHNICIAN**

Spec No. 6385

### **BASIC FUNCTION**

To perform a variety of complex office duties and fiscal support: requires knowledge of property tax policies, procedures, and RCW requirements; performs financial reconciliations for property tax payments.

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

1. Performs reconciliation of property tax payments via electronic batch files, following all established procedures.
2. Enters and verifies daily electronic tax payment file with batch balancing, performs individual account reconciliation; determines payment options and re-apply tax payments.
3. Mails tax statements for past due balances for property taxes within the established guideline of State/County regulations for due dates and penalty assessment.
4. Requests, documents and mails property tax refunds; verifies the correct refund documentation accompanies the request to authorize the refund; verifies accuracy of refund requests including RCW required interest.
5. Assists the general public answering property tax questions, taking complaints, providing solutions when possible, explaining services, RCWs, procedures and schedules; locates information from county records and provides to the public and refers to other specialized staff when necessary.
6. Maintains the Records Management system to provide processing and retrieval, including indexes for all records for timely destruction based on State Archive schedule and Treasurer policies for non archived records.
7. Receives, processes and issues various forms, applications, notices, orders; reviews items for accuracy, completeness, required stamps and signatures, and conform to applicable county and state law; forwards documents to other offices as necessary.
8. Acts as backup for for the following duties: analyzes daily bank statements ensuring credit/debit requests have been correctly sent to the bank; adjusts daily reconciliation accordingly; identifies possible fraudulent activity and reports to the Financial Systems Coordinator; prepares daily general entries for all warrant activity; maintains district databases for all outstanding warrants; compiles, analyzes and processes monthly encoding bank errors and submits debit/credit memos to the banks and journal voucher to general ledger; reviews bank statements daily to verify corrections are made; provides daily report for the Accounting Manager.

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### STATEMENT OF OTHER JOB DUTIES

9. Collects, opens, sorts and distributes department incoming and outgoing mail.
10. Uses department guidelines to process returned mail; researches and follows up on taxpayer information to update the property tax roll.
11. Prepares notices, reports, form letters, forms, cards, documents and correspondence.
12. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Two (2) years of office experience with work related accounting/regulatory experience; AND six (6) months of training within the Treasurer Department OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Ten (10) key data entry with accuracy of 90%.

### SPECIAL REQUIREMENTS

A typing score of forty-five (45) words per minute (wpm) is required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- State law and regulations regarding property taxes
- basic recordkeeping and bookkeeping practices and standards
- standard office practices and procedures;
- the rules of grammar, spelling, punctuation and word usage
- basic mathematical calculations
- Microsoft Office products
- basic accounting practices and procedures

Ability to:

- learn and retain complex procedures, laws and regulations
- clearly explain policies, procedures and schedules
- work independantly with changing priorities
- meet deadlines and cope with interruptions
- work with minimum supervision
- read, interpret and categorize data rapidly and accurately

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### KNOWLEDGE AND ABILITIES (Continued)

- maintain records and prepare related forms, applications, documents, statements and reports
- assist the public in determining what their needs are
- learn the names, locations and functions of departmental activities

Ability to:

- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- maintain ethical and professional standards of the office and county
- apply and use accounting procedures
- prioritize work
- establish and maintain effective working relationships with elected officials, management, peers and the general public
- maintain vital records and prepare required reports

### SUPERVISION

Employees receive limited supervision from a supervisor or an administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. Employee plans and initiates implementation and carry out successive steps and resolves problems with limited intervention from supervisory staff. Work is evaluated by process results.

### WORKING CONDITIONS

The work is performed in the usual office environment with six (6) + hours or more per day focusing on a computer screen. May be required to lift up to 50 pounds. May be required to occasionally work offsite.

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: January 2014

Revised: March 2017

EEO Category: 6 – Administrative Support

Pay Grade: 308 – Clerical Pay Plan

Workers Comp: 5306 – Non-Hazardous