

SNOHOMISH COUNTY JOB DESCRIPTION
PROPERTY CONTROL DIVISION SUPERVISOR

Spec No. 6106

BASIC FUNCTION

To plan, organize & supervise the Property Tax Segregation and Excise Tax Affidavit Departments within the Assessor's Office and to supervise the mobile home records maintenance.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and supervises the operations of the Segregation & Excise Departments within the Assessor's Office; makes recommendations concerning the hiring, transfer, promotion and termination of employees; advises, trains and provides technical advice to employees.
2. 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.
3. Reviews legislation to determine impact on departments; recommends new procedures pertaining to departmental responsibilities; monitors existing procedures for compliance with state statutes; proposes corrective action to resolve problems and ensures compliance with state law.
4. Approves all real property tax status modifications/changes; current year value splits and value modifications affecting prior years due to changes in lot configuration; determines change effective dates and approves tax refunds if applicable.
5. Performs the most difficult and complex segregation projects; writes legal descriptions; reviews adjoining descriptions for gaps and overlaps and updates records.
6. Coordinates tax segregation and excise sales affidavit activities with other divisions and departments both within and outside of the Assessor's Office including various county departments and city jurisdictions; recommends and implements procedural and system changes.
7. Conducts research to provide advice on difficult and complex property ownership issues; coordinates with internal and external offices and agencies as required including title companies, attorneys, escrow agencies, major developers and property owners.
8. Serves as a member of the Leadership Team within the Assessor's Office and on a variety of teams, committees and task forces on a local and state level as needed.
9. Supervises tracking & maintenance of manufactured home accounts

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STATEMENT OF OTHER JOB DUTIES

10. May perform all the duties of subordinate level employees in the work unit and at the counter.
11. Performs related duties as required

MINIMUM QUALIFICATIONS

An Associate's degree in business management, accounting or related field; AND, five (5) years of experience working in the Assessor's Office, title company, real estate, or related field, including 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. Must pass job related tests.

SPECIAL REQUIREMENTS

Must successfully complete within one (1) year the "Fundamentals of the Assessor's Office Course and International Association of Assessing Officers (IAAO) Course 1.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of supervision
- property tax ordinances and legislation
- tax assessment rules, regulations and procedures
- office practices and procedures
- fundamentals of real property appraisal
- instruments of property title, encumbrance and transfer
- legal descriptions
- basic algebra and geometry used in calculating property size and value
- computers, hardware and software
- word processing, spreadsheet and data base software
- mapping and cartography practices and methods

Ability to:

- effectively supervise, train, coordinate and evaluate the work of employees
- understand and apply complex ordinances, legal documents and legislation relating to real property assessment and taxation
- correlate technical data from a variety of sources
- identify procedural and system problems and develop solutions
- establish and maintain effective work relationships with superiors, peers, associates, subordinates and the general public

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KNOWLEDGE AND ABILITIES (Continued)

- maintain necessary records and prepare required reports
- make decisions under pressure
- communicate effectively both orally and in writing
- operate associated peripheral equipment, including mainframe and personal computers and standard office equipment
- read and understand maps and legal descriptions and to draw them neatly and accurately
- accurately process data and mathematical material
- work under pressure, meet deadlines and cope with interruptions
- work with minimum supervision
- develop and implement procedures with available resources that comply with relevant legal requirements

SUPERVISION

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

WORKING CONDITIONS

The work is 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: January 1986 as Land Segregation Supervisor
Revised: September 1993; July 1996; March 1997, May 2000
Revised and Re-titled: July 2002 as Property Control Manager
Revised and Re-title: March 2004, January 2006
Previous Spec No. 711723
EEO Category: 6 – Administrative Support
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous