

SNOHOMISH COUNTY JOB DESCRIPTION

PROPERTY CONTROL LEAD

Spec No. 6105

BASIC FUNCTION

To assist in the supervision of the Property Control Analysts who maintain the Assessor's property ownership and boundary records and create tax parcels.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides direct supervision; assigns daily work, provides training, reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day personnel questions and problems; relieves the supervisor in his/her absence.
2. Conducts research into Assessor's property ownership records in order to answer difficult questions and resolve technical problems concerning complex property descriptions and parcel administration; meets with attorneys, surveyors, and title company officers and other agencies as required.
3. Performs difficult and complex split/merge parcel projects; composes and writes concise legal descriptions which specifically identify real property parcels; reviews legal descriptions of adjacent property to ensure that there are no overlaps or gaps; drafts maps and boundary sketches.
4. Calculates area for new and existing parcels; obtains updated values from appraisers; determines size and location of all parcels' buildings.
5. Contacts county departments, property owners, attorneys, title companies, lending institutions, surveyors and others to resolve questions involving property transactions and/or legal descriptions.
6. Enters data relating to split/merge projects into appraisal computer system ensuring compliance and integration with other related county systems.
7. Prepares typed or data entry instructions for computer updates of property account information; prepares forms in computer to remove or add property to tax rolls; proofreads, posts and files all changes.

STATEMENT OF OTHER JOB DUTIES

8. Composes and types own correspondence; maintains appropriate project files.
9. May perform all the duties of subordinate level employees in the work unit and at the counter.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Composes correspondence and maintains project research files as necessary.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years related office experience, including two (2) years of experience in property splits and merges; OR, any combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- property tax ordinances and legislation
- plat procedures, parcel splits and merges and related regulations
- county and department standard computer systems, software and hardware
- tax assessment rules, regulations and procedures
- fundamentals of real property appraisal
- fundamentals of property title, encumbrance and transfer
- legal descriptions
- basic algebra and geometry used in calculating property size and value

Ability to:

- effectively train, coordinate and evaluate the work of subordinate employees
- understand and apply complex ordinances, legal documents and legislation relating to real property assessment and taxation
- establish and maintain effective work relationships with superiors, peers, subordinates and the general public
- maintain an overview of complex processes
- maintain necessary records and prepare required reports
- read and understand maps and be able to draw them neatly and accurately
- compose clear, concise and accurate legal descriptions
- accurately process data and mathematical material
- use county and department standard computer systems
- use drafting tools and equipment
- performs the more difficult and complex parcel maintenance projects
- critically analyze and solve work related problems
- work independently and under pressure, meet deadlines and cope with interruptions
- work with minimum supervision

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KNOWLEDGE AND ABILITIES (Continued)

- communicate effectively both orally and in writing
- exercise good judgment

SUPERVISION

The employee receives limited supervision from the Property Control Division Supervisor. Lead establishes priorities and deadlines according to guidelines set by the supervisor and assigns tasks accordingly. Employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices.

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 Lead

Revised: January 2000, May 2000, October 2000, February 2002, January 2006, January 2019

Revised and Retitled: March 2010, June 2021

Previous Spec No. 710724

EEO Category: 6 – Administrative Support

Pay Grade: 236 – Classified Pay Plan