

SNOHOMISH COUNTY JOB DESCRIPTION

SEGREGATION SPECIALIST

Spec No. 6177

BASIC FUNCTION

Performs a wide variety of processes, recalculations and billing of taxes for property segregation, combinations, new plats, exemptions, open space and designated forest.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Computes taxes owed for each segregated piece of property; maintains detailed records of all segregation's, combinations, legal description changes, proposed plats and condominiums.
2. Evaluates and verifies accuracy of information regarding assessments on segregated accounts; prepares paperwork for reversals, refunds or adjustments for Surface Water fees, State Forest Fire fees and Conservation district fees.
3. Verifies assessed valuations for land and buildings on newly segregated parcels are correct and computes taxes on each new segregated parcel according to levy rate; reapplies payment from original accounts to new accounts, computes tax overages and shortages; sends statements for shortages and refunds overages as necessary.
4. Maintains and updates segregation data file daily including all segregations, combinations and new plats that have been processed.
5. Processes removals for open space and designated forest land; researches account history, computes calculations, builds charges on tax accounts, and prepares letters and statements for billing; monitors data base for time sensitive material and prepares documents for submission to the County Auditor.
6. Reviews and is responsible for signing off for the Treasurer on boundary line adjustments, formal plats, short plats and plat alterations; follows all requirements per RCW's for the various dates that apply to collection of current year and delinquent year taxes based on submitted documents.
7. Computes and collects advance taxes for new construction and formal plats; deposits payments into a separate control account; balances and reapplies payments after the next tax year extension process for the next year's tax.
8. Researches and processes prior year value modifications affected by segregations; maintains current filing system for value modifications and pending refunds until refunds are released.
9. Researches records and assists customers regarding questions on property segregation and tax assessment; drafts letters or sends form letters in response to inquiries.

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STATEMENT OF OTHER JOB DUTIES

10. Performs other duties as assigned

MINIMUM QUALIFICATIONS

One (1) year of office experience with accounting and bookkeeping or closely related experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

One year of Treasurer cashiering experience or one year of bank cashiering is preferred.

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

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- property tax ordinances and legislation
- Washington State property tax laws and RCW codes
- organizational skills
- standard office practices and procedures
- Microsoft Office products
- basic mathematics

Ability to:

- work independently and complete assigned tasks
- communicate effectively both orally and in writing
- maintain ethical and professional standards of the office and county
- deal tactfully with difficult or distraught customers
- establish and maintain effective working relationships with elected officials, management, peers and the general public
- use word processing, spreadsheet and database programs

SUPERVISION

Employee reports to an administrative designee as assigned.

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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 work occasionally off-site.

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 Tax Segregations Clerk
Previous Spec No. 726
Revised: April 2013, October 2017
Revised and Retitled: January 2014
EEO Category: 6 – Administrative Support
Pay Grade: 308 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous