

SNOHOMISH COUNTY JOB DESCRIPTION

TAX COLLECTION SYSTEMS SPECIALIST

Spec No. 6150

BASIC FUNCTION

Oversees special projects as assigned by management. Analyzes complex issues for problem resolution in accordance with the Revised Code of Washington (RCW's).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Analyzes complex issues on special projects using various problem solving techniques; gathers all pertinent data to accomplish project goals as set by management; oversees special projects, recommends and directs additional staff to accomplish the project's goals and timelines.
2. Coordinates collection of delinquent personal property taxes; verifies and updates collection costs for accurate billing.
3. Assists accounting staff with banking issues as requested by management; reviews bank payment files for compliance and system integration issue resolution.
4. Develops and writes procedures for tax system functions to accomplish tasks and goals in compliance with the applicable RCW's.
5. Annually participates on the project team to create and bill accurate tax statements.
6. Coordinates with all tax service entities for data exchange and payment files; communicates updates and resolves issues for accurate submittal, receipting and reconciliation of semiannual payment files.
7. Balances monthly excise activity, for transmittal to the State Department of Revenue.
8. Maintains a list of uncollectable personal property accounts and reviews with other collection staff prior to preparing final write off document; presents the final document to the Snohomish County Council with the Treasurer for approval; prepares the document for the prosecuting attorney to present to the court for approval of all uncollectable personal property taxes.

STATEMENT OF OTHER JOB DUTIES

9. Maintains and updates personal property tax records; maintains records of liens and changes to the tax records; reports business openings and closings to appropriate staff.
10. Assists with testing of releases and updates to software systems.
11. Reviews and/or designs tax related forms, letters and statements within management established guidelines.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Provides notification and processes tax lien requirements for city and county entities.

13. Performs other duties as assigned.

MINIMUM REQUIREMENTS

Four (4) years of progressively responsible office experience in a county treasurer's office; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

Ten (10) key data entry with accuracy of 90% and typing score of 45 words per minute is required. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Revised Code of Washington (RCW's), Washington Administrative code and county codes related to the Treasurer's office;
- assessment process for personal property and real property;
- office practices and procedures;
- training practices, methods and techniques;
- basic accounting and mathematical calculations;
- databases and spreadsheets;
- banking rules and regulations.

Ability to:

- interpret and apply tax rules, regulations, laws;
- analyze problems, conduct research and develop alternatives and solutions;
- work under pressure and meet deadlines;
- accurately process data and maintain records;
- deal tactfully and courteously with the public, county, employees, state agencies and outside parties ;
- operate standard office equipment;
- establish and maintain effective working relationships with elected officials, management, peers and the general public;

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KNOWLEDGE AND ABILITIES (Continued)

- maintain ethical and professional standards of the office and the county;
- communicate effectively.

SUPERVISION

Employee receives direction from management and works with a minimal amount of supervision.

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: July 1987 as Personal Property Technician
Previous Spec No. 710731
Revised: January 2014
EEO Category: 5 - Paraprofessionals
Pay Grade: 312 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous