

SNOHOMISH COUNTY JOB DESCRIPTION

TAX COLLECTION TECHNICIAN

Spec No. 6383

BASIC FUNCTION

Assists taxpayers with all types of personal property transactions which may exceed one billion dollars per year, including a variety of functions based on the type of transaction.

STATEMENT OF ESSENTIAL DUTIES

1. Evaluates all mobile home sales and determines if excise tax or sales tax applies and if a mobile home movement permit is required; determines all taxes including advance taxes if required based on applicable RCW's.
2. Works with Mobile Home Park owners to complete correct forms on abandoned mobiles to be destroyed; works with the Assessor's mobile home technician to have authorization sent to the Treasurer's office to complete the transaction presented by the landlord; provides documentation to management for removal of delinquent taxes if all R.C.W. requirements are completed by the Mobile Home Park owner.
3. Verifies that all applicable taxes per RCW and WAC rulings are collected for business equipment, buildings on leased land and boathouse sales.
4. Processes modifications to the tax roll based on changes provided by the County Assessor; recalculates taxes, mails corrected statements, applies previous payments and refunds as required by R.C.W. and Treasurer's office policy; verifies accurate billing of current and past tax years providing the correct due dates.
5. Works with customers who have agreements for payment plans with the Treasurer's office; establishes new payment plans for delinquent accounts based on revenue officer direction.
6. Reviews all cashier transmittals verifying data entry for proper distribution of funds.
7. Signs off on behalf of the Treasurer's office for formal plats and mylars; determines taxes owing based on R.C.W.'s for formal plats and advance real estate taxes.
8. Processes batch payments in excess of one billion dollars per year to balance submitted funds with the provided payment file; researches and reapplies rejected payments and requests refunds when applicable.

STATEMENT OF OTHER JOB DUTIES

9. Assists the general public to answer questions, take complaints, explain services, policies, procedures, schedules, and applicable RCW's.
10. Prepares notices, reports, letters, forms, cards, documents and correspondence as requested.

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STATEMENT OF OTHER JOB DUTIES (Continued)

11. May be required to make county deliveries to other county offices.

12. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Two (2) years of office experience working with the public and six (6) + months experience in a 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 forty-five (45) words per minute (wpm) required. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- the rules of grammar, spelling, punctuation and word usage
- basic arithmetic
- the RCW's and WAC's governing the payment of taxes

Ability to:

- learn the names, locations and functions of departmental activities
- communicate laws, procedures, and regulations effectively
- interact with other related county and state offices; maintain records and prepare related forms, applications, documents, statements and reports
- follow oral and written instructions
- operate standard office equipment; maintain ethical and professional standards of the office and county
- work under pressure, meet deadlines and maintain accuracy with constant interruption
- establish and maintain effective working relationships with elected officials, management, peers and the general public

SUPERVISION

Employees receive general supervision from a supervisor as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and duties to be performed.

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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 occasionally be required to work off-site. May be required to lift up to 50 pounds.

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
EEO Category: 6 – Administrative Support
Pay Grade: 308 – Clerical Pay Plan
Worker's Comp: 5306 – Non-Hazardous