

SNOHOMISH COUNTY JOB DESCRIPTION

TAX SPECIALIST, LEAD

Spec No. 2405

BASIC FUNCTION

Responsible for leading and coordinating the activities of the Real and Personal Property Tax Specialist team. Analyzes complex issues for problem resolution in accordance with the Revised Code of Washington (RCW's), Washington Administrative Codes (WAC's). Snohomish County Code and Snohomish County Treasurer's (TRS) policies and procedures.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides oversight to subordinates as required; prioritizes and assigns daily work and trains subordinates as necessary; reviews work both in progress and upon completion in order to ensure accuracy and compliance with instructions and established procedures; handles day-to-day coverage issues.
2. Analyzes and resolves technical problems and questions which subordinate level employees cannot answer; receives, investigates and resolves customers' questions, problems and complaints.
3. Develops, recommends and implements procedural changes and systems for use by subordinate level employees in the work unit; may serve as liaison with other departments or divisions; coordinates work flow within the assigned area.
4. Acts as project manager and lead reviewer for projects assigned.
5. Provides feedback on staff performance to assigned manager.
6. Acts as a procedural and technical resource of the property tax and special assessment collection processes, current RCW requirements and recent legislative and County Code changes.
7. Advises management and other appropriate TRS staff members of potential problems and procedures requiring change; recommends new or revised policies and procedures and best practices as needed.

STATEMENT OF OTHER JOB DUTIES

8. Develops and revises procedures as appropriate relating to the tax collection process.
9. Researches and responds to complex technical questions related to RCW's, policies and administrative determinations of the TRS and other departments.
10. Attend professional seminars, training and meetings as required.
11. May perform all the duties of subordinates in addition to related duties as required.

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MINIMUM QUALIFICATIONS

Associate's degree in legal, business, accounting or related field; AND four (4) years of progressively responsible experience in a county treasurer's office; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- work related RCW's, WAC's, Snohomish County codes, ordinances, resolutions, legal opinions, guidelines and regulations governing the property tax and assessment collection processes
- departmental policies and procedures
- standard office practices and procedures
- managing and motivating work teams
- public customer service

Ability to:

- read, interpret and apply property tax and assessment collection related laws, rules, regulations, guidelines, technical data and related materials
- plan, organize and coordinate work through subordinates and support staff
- establish and maintain effective work relationships with management staff, associates, subordinates and the general public
- communicate effectively with people regardless of age, sex or social, economic or cultural backgrounds
- effectively interact with taxpayers, mortgage companies and tax payment services, determine courses of action and evaluate individual issues
- exercise initiative and judgment and make decisions within the scope of assigned authority
- maintain detailed records and prepare clear, concise written reports
- follow oral and written instructions
- work independently with minimal supervision
- meet deadlines; ensure subordinate level employees meet deadlines
- work effectively under stress
- express ideas and recommendations clearly and effectively both orally and in writing
- identify and resolve work related problems and conflicts

SUPERVISION

The position reports to the Accounting Manager. Work is performed with considerable independence and is reviewed through meetings, reports and results obtained.

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WORKING CONDITIONS

The majority of 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: July 2018

EEO Category: 5 – Paraprofessionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous