

SNOHOMISH COUNTY JOB DESCRIPTION

TREASURY TAX SPECIALIST

Spec No. 6384

BASIC FUNCTION

Responsible for performing duties of liaison between Snohomish County Treasurer, the Snohomish County Soil Conservation District, and the Surface Water Management Department. Maintains the assigned district's assessment rolls according to applicable RCW's and county ordinances.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains assessment roll changes for assigned special districts adhering to all provisions as set out in the individual ordinance and RCW's.
2. Acts as the Treasurer's liaison between the assigned outside districts and other county departments.
3. Verifies that the correct distribution of the district's assessment fees are remitted at the designated time; provides supporting documentation as required by ordinance or upon request by the assigned districts.
4. Updates and meets with the Treasurer and management staff about issues that come up regarding the application of the existing ordinances or proposed changes to the various ordinances that may impact the Treasurer's office.
5. Responds to Public Record Requests (PRR) following state guidelines; informs the Treasurer, Chief Deputy Treasurer, and supervisor of changes that may impact the Treasurer's office.
6. Audits all Treasurer checks written and blank check stock monthly as part of an internal control team.
7. Assist the Revenue Officer with the monitoring of delinquent personal property accounts; accompanies the officer on field visits to collect delinquent taxes including seizure and sale actions.

STATEMENT OF OTHER JOB DUTIES

8. Corresponds with assigned districts and the County Council providing any necessary documentation.
9. Monitors delinquent accounts for foreclosure initiation if required by ordinance.
10. Performs complex office work, and assist in the training of subordinate level employees as required.
11. May act as a lead on assigned projects with lower level classified employees.

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Spec No. 6384

STATEMENT OF OTHER JOB DUTIES (Continued)

12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Three (3) years of related office experience in a county Treasurer's office or one of the following related fields: 1) mortgage loan documentation, 2) Title policy insurance commitments, 3) excise tax processing; AND 1 year of Treasurer cashiering experience or 1 year of bank cashiering is required. OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

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

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard accounting practices and procedures
- Revised Code of Washington (RCWs), Washington Administrative Codes, (WAC), Snohomish County Code and other administrative codes related to Treasurer responsibilities
- standard office practices and procedures
- Microsoft Office applications; Word, Excel and Access
- legal descriptions and maps
- Public Record Requests (PRR) processes

Ability to:

- establish and maintain effective working relationships with the general public, county employees, elected officials, state agencies, political representatives, attorneys, and other outside parties
- exercise initiative and judgment to make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- understand and execute complex oral and written instructions
- read, interpret and apply laws, rules, codes and procedures
- accurately process data, maintain records, and prepare required reports
- operate standard office equipment

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KNOWLEDGE AND ABILITIES (Continued)

- work independently under pressure, meet deadlines and cope with interruptions

Ability to:

- effectively train and review the work of lower level classified employees
- professionally interact and assist the general public in difficult situations and effectively diffuse possible confrontational situations
- interpret and apply complex ordinance, legal documents and legislation relating to the real estate excise tax
- maintain ethical and professional standards of the office and county
- manage a high volume of work

SUPERVISION

Employee receives minimal direction from the County Treasurer, Chief Deputy Treasurer and supervisor. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

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. Will be required to frequently 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: January 2014

Revised: July 2017

EEO Category: 6 – Administrative Support

Pay Grade: 312 – Clerical Pay Plan

Worker's Comp: 5306 Non-Hazardous