

SNOHOMISH COUNTY JOB DESCRIPTION

EXCISE COORDINATOR LEAD

Spec No. 3347

BASIC FUNCTION

To oversee all functions relating to the processing of excise real estate transactions for the Snohomish County Assessor's Office. To maintain codes on Real Estate Excise Tax Affidavits for the use by Snohomish County, supporting Assessment Systems Division Supervisor, Commercial and Residential Appraisal Department on sales data for research used in benchmarking real property and ratio report to Department of Revenue. To oversee the Assessment Technicians and Property Segregation Technicians in processing excise documents.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides direction to Assessment Technicians and Property Segregation Technicians within the work unit. Assigns daily work; provides training; reviews work upon completion to ensure accuracy and compliance with instruction and established procedures; handles day to day personnel questions and problems.
2. Oversees, plans, organizes and coordinates the assigned staff in all aspects of processing Real Estate Excise Tax Affidavits for the Assessor's Office. Includes receiving affidavits from the Treasurer's Office and printing all electronic affidavits.
3. Analyzes and resolves complex technical questions which subordinate level employees cannot answer; receives, investigates and resolves the general public, attorneys, real estate professionals and government entities complaints and problems.
4. 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 such as data processing; coordinates work flow within the assigned office.
5. Develops and implements procedures related to the process of excise documentation to verify accuracy to determine ownership, legal descriptions, segregations and sales.
6. Determines accuracy of legal descriptions; proper format and contents; need for segregations and/or other changes for all types of property transactions.
7. Properly code and post related Real Estate Excise Affidavits along with affidavits from segregation department.
8. Assists public with questions relating to property ownership and legal descriptions; ensures that problems are handled with tact and diplomacy.
9. Responsible for developing, and maintains monthly production report for Property Control Division supervisor.
10. Responsible for developing, and maintains training manuals for the Excise Department.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Performs archival research, collect and compile data pertinent to ownership using a variety of automated systems and outside sources.
12. Performs name changes by unrecorded documents including but not limited to court documents and bill of sales.
13. Attend PRIA/REET meetings to discuss enhancements to EREET(Electronic Real Estate Excise Tax) program. Works with State agencies to implement guideline changes to RCW's and WAC's that effect sales data.
14. Draft, locate and analyze complex legal descriptions on GIS maps.
15. Maintains sales, verification questionnaire form sent to owners for residential and commercial department.
16. Make changes within the tax administration program to remove, or add exempt status to tax rolls including Government, Cities and Utilities Districts.
17. Tests new versions of software programs before implementation as required.
18. Responsible for ensuring adequate staffing and requests additional assistance when appropriate.

STATEMENT OF OTHER JOB DUTIES

19. Composes and types own correspondence and maintains appropriate project files.
20. May perform all the duties of subordinate level employees as required.
21. Other duties as assigned.

MINIMUM QUALIFICATIONS

Two (2) years of experience with real estate transactions. 1 year of lead or supervisory experience is preferred; OR, any combination of training and/or experience that provides the required knowledge and abilities. Experience with real estate transactions and legal property descriptions are preferred. Accurate typing and data entry test may be required. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

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KNOWLEDGE AND ABILITIES (Continued)

- The Assessor's office computer systems and how each system interacts with each other
- fundamentals of the Assessor's Office
- the Lead methods and Techniques
- the Assessor's office excise processing
- instruments of property title encumbrance and transfer
- legal descriptions, drafting instruments and tools
- understanding Department of Revenue Land Use codes
- standard office practices and procedures and commonly used equipment
- proper English, spelling, grammar, punctuation and word usage
- basic mathematical calculations
- computer and software programs
- all phases of related office work
- the RCW's and WAC's which govern the work unit
- basic supervision

Ability to:

- read and draw legal descriptions of real property parcels
- accurately and timely manage a high volume of work
- observe strict confidentiality regarding all information obtained in course of employment
- maintain all ethical and professional standards of the office and county
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- type, calculate, process data and numerical material accurately
- organize and supervise the work of subordinate employees as required
- establish and maintain effective work relationships with superiors, peers, subordinates and the general public
- maintain necessary records, prepare and distribute monthly required reports
- maintain an overview of complex processes
- effectively train, coordinate and evaluate the work of subordinate employees
- read, interpret and apply laws, rules, codes and procedures which govern the work unit
- understand and execute complex oral and written instructions
- operate standard office equipment including telephones, keyboards, computers and calculators
- critically analyze and solve work related problems
- interact with distraught or difficult individuals
- work independently and calmly under pressure, meet deadlines and cope with interruptions
- exercise good judgment

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SUPERVISION

Employee receives limited supervision from a supervisor or an administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. Employees plans and carries out successive steps and resolve problems in accordance with instructions, policies and accepted practices. Employees are responsible for the accuracy of the work produced by their subordinates. The work is evaluated through meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment. 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: February 2010
Revised: September 2014
EEO Category: 6 - Administrative Support
Pay Grade: 311 - Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous