

SNOHOMISH COUNTY JOB DESCRIPTION

LEVY COMPTROLLER

Spec No. 6126

BASIC FUNCTION

To calculate maximum property tax levies allowed to tax districts and calculating levy rates necessary to generate taxes for each fund. Performs internal audits and conducts training for staff and public. Supervises the Assessor's Administration and Appraisal Support Division for the Assessor's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises and coordinates the Administrative and Appraisal Support Divisions; recommends hiring, promotion, transfer, termination and discipline of employees.
2. Calculates levies and rates, ensures that levies do not exceed limits. Prepares tax roll that is certified to Treasurer's Office and other departments.
3. Calculates timber assessed values and timber tax distribution amounts ensuring that values and amounts are allocated to the appropriate levies. Reports final TAV (Timber Assessed Value) distribution amounts to Treasurer's Office.
4. Maintains and annually updates the utility roll on state assessed properties ensures that values are distributed to the appropriate taxing districts levies.
5. Reviews, interprets and verifies taxing districts levy certification and ordinances/resolutions, election results, and enters amounts and/or rates into computer system.
6. Corresponds with taxing districts during their preliminary and final budget requests. Provides districts with assessed values and levy amounts/rates. Assists districts by calculating preliminary allowable levy amounts. Prepares the certification of assessed values to taxing districts.
7. Performs Human Resources functions for the Assessor's Office. Prepares job requisitions, recruitment of applicants, job posting, reviewing job descriptions, preparing and conducting test, certifying interview lists, conducting interviews and certifying hiring decisions and ensures confidentiality.
8. Conducts periodic performance evaluations of employees; coaches employees concerning job performance matters; determines need for employee discipline and effectively recommends disciplinary and other courses of action.
9. Processes and maintains various files to produce the data needed for calculation processes.
10. Analyzes complex levy limits and their impact on taxing districts. Performs research on new legislation affecting taxing districts.

SNOHOMISH COUNTY JOB DESCRIPTION

LEVY COMPTROLLER

Spec No. 6126

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Maintains tax code areas and fund files in computer system; ensures that property taxes are levied and distributed correctly. Processes code changes on tax accounts and fund changes to tax code areas; ensures that parcels are taxed in correct districts after annexations. Reports tax code area changes to the Department of Revenue.
12. Performs basic to moderate editing of tax code areas in geographic information system. Maintains tax code area boundaries in geographic information system.
13. Serves as a member of the leadership team in recommending policies and procedures that improve and enhance the performance of the office; participates in the development of performance measures; ensures the safety and security of staff and operations while at work.
14. Prepares and maintains a variety of statistical required reports for the Department of Revenue and other state agencies. Prepares the Assessor's Annual Report for printing and distribution.
15. Performs annual audit of control measures verifying certification of all values and exemptions. Performs additional internal audits as directed.
16. Tracks values for special financing programs such as MUD (Multi-Unit Dwelling) exemption, LIFT (Local Infrastructure Financing Tool), LRF (Local Revitalization Financing), etc., and reports information to the appropriate taxing district and Treasurer's Office.
17. Certifies the direct petition method (60% of value) for city petitioned annexations.
18. Researches, prepares and maintains a variety of personnel issues; maintains confidentiality related to sensitive personnel and political issues; produces highly visible and confidential correspondence and reports with accuracy; oversees quality control of documents.
19. Supervises the coordination of activities related to the Board of Equalization appeals, manifest boards, destroyed property claims, reconvene requests and State Board of Tax Appeals.
20. Supervises in the preparation of the department payroll, ensures deadlines are met.
21. Supervises the preparation of requisitions, vouchers, departmental ledgers, budget reports, budget transfers, emergency appropriations and supplemental appropriations for approval.
22. Serves as ADA (American with Disabilities Act) coordinator for the office.

SNOHOMISH COUNTY JOB DESCRIPTION

LEVY COMPTROLLER

Spec No. 6126

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

23. Provides technical assistance, advice and levy training to assessor staff.

24. Provides information and training on assessments, levies, property taxes, etc., in a public setting to various groups.

STATEMENT OF OTHER JOB DUTIES

25. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in business accounting or related field; AND, 3 (three) years experience in accounting, auditing or related field; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Two years of supervisory experience and/or two years of experience working with maximum regular property tax calculations, funds, levy codes and related activities may be preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Accounting and auditing practices and procedures;
- Principles and practices of management and supervision;
- Departmental, state and federal laws, rules, regulations and codes pertaining to areas of responsibility, including but not limited to , public information/freedom of information laws, etc.;
- Standard office practices and procedures;
- Property tax assessment statutes, regulations and procedures;
- Fundamentals of real property appraisal;
- Legal descriptions;
- Data processing practices and procedures;
- Personal computer, spreadsheet, database and word processing.

Ability to:

- Effectively supervise, train coordinate, coach and evaluate the work of employees;
- Understand and apply complex ordinances and legislation relating to real property assessment and taxation;
- Read, interpret and analyze related data;

SNOHOMISH COUNTY JOB DESCRIPTION

LEVY COMPTROLLER

Spec No. 6126

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- Establish and maintain effective work relationships with superiors, peers, subordinates, various public and private officials and the general public;
- Maintain an overview of complex processes;
- Process data and mathematical material with a high level of accuracy;
- Work independently, under pressure and meet deadlines;
- Write and speak in a clear, concise manner;
- Maintain necessary records and prepare required reports;
- Operate standard office equipment; work with minimum supervision;
- Communicate effectively both orally and in writing;
- Create database, spreadsheet and word processing documents;
- Query information from a variety of computer programs and sources for tracking and auditing purposes.
- Edit and export layers, and create maps in geographic information system.

SUPERVISION

The employee receives administrative direction from the Chief Deputy and has wide latitude in dealing with technical matters. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The 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: June 1977

Previous Spec No. 741810

Revised: July 1987, December 1994, May 2000, July 2002, February 2004, August 2008, October 2011

Revised and Retitled: Levy Code Comptroller, June 2015

EEO Category: 2 - Professional

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous