

SNOHOMISH COUNTY JOB DESCRIPTION

Levy Comptroller

Spec No. 6126

BASIC FUNCTION

To facilitate, administer, prepare and implement tax levies, timber assessments, code tax areas in geographic information reporting system and audit control measures for certification of all tax values and exemptions. Supervise the work of assigned staff in the Assessor's Administration and Appraisal Support division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervise the work of assigned staff including performing the full scope of human resources responsibilities such as but not limited to hiring, training, conducting performance evaluations, recommending disciplinary action and/or termination.
2. Act as the division's ADA Coordinator.
3. Supervise the department's administrative services work unit responsible for payroll, requisitions, vouchers, budget reports, budget transfers, emergency appropriations, supplemental appropriations
4. Act as the technical resource for internal and external staff and the general public regarding levy rates, assessed values of timber, utility rolls on state assessed properties, tax code areas and fund data, edit tax code areas in geographic information reporting system, and audit of control measures for the certification of all values and exemptions. Provide training to elected officials and the general public of the levy process.
5. Prepare calculations on levies and rates to ensure that levies do not exceed established limits and prepare the tax rolls.
6. Prepare calculations for timber assessed value and timber tax distribution amounts to insure that amounts are allocated to the appropriate levies.
7. Review, interpret and verify taxing districts levy certification and ordinances/resolutions, election results, and enter data into automated reporting system. Work with taxing districts during budget requests (preliminary and final) on assessed values and levy amounts/rates. Certify the assessed values for taxing districts.
8. Analyze and evaluate complex levy limits and determine the impact on taxing districts. Research new legislation (state and local) that affects the taxing districts
9. Conduct annual audit of control measures verifying the certification of all values and exemptions. Performs additional internal audits as directed.
10. Enter changes in the geographic information reporting systems for tax code areas.

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11. Track values of special financing programs and report information to the appropriate tax district and the County's Treasurer's Office.
12. Certifies the direct petition methods (60% value) for city petitioned annexations
13. Supervise the coordination of activities related to the Board of Equalization appeals, manifest boards, destroyed property claims, reconvene requests, and State Board of Tax Appeals.
14. Prepare reports for the Department of Revenue and/or other local and federal agencies.
15. Supervise the division's point of contact for public records requests and ensure requests are processed in a timely manner.

STATEMENT OF OTHER JOB DUTIES

1. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business, accounting, or closely related field AND five (5) years of increasingly responsible experience working in assessments with emphasis in accounting and auditing, AND two (2) years in a supervisory or lead capacity. OR the equivalent combination of education and experience which provides the required knowledge, skills and abilities.

PREFERRED QUALIFICATIONS:

Work experience working regular property tax calculations, fund management, levy codes and tax districts and closely related activities.

Supervisory experience preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Generally accepted accounting and auditing principles and practices
- Management and supervision techniques and principles
- Local, state, and federal laws and regulations and codes related to work responsibilities
- Public information/freedom of information laws
- Property tax assessment statutes, regulations and procedures
- Real property appraisal techniques and principles
- Legal description principles and techniques
- Geographic information systems principles and techniques

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- Word processing, spreadsheet, and database automated systems
- RCW's related to work
- Communication skills (oral and written)

Ability to:

- Supervise, train and direct the work of assigned staff
- Analyze and evaluate complex/multifaceted ordinance and legislation relating to real property assessment and taxation
- Analyze, interpret, and apply laws and/or regulations
- Establish and maintain effective working relationships with internal and external staff, elected officials, private sector representatives, and the general public
- Work under strict time constraints and meet established deadline
- Work on a number of projects simultaneously
- Maintain necessary records and reports to meet audit requirements
- Create databases, spreadsheets, and other documents
- Enter, retrieve, and maintain database associated with the geographic information system
- Work independently and make decisions within established guidelines and procedures
- Make decisions outside of established guidelines and procedures

SUPERVISION

The position receives administrative direction from the Chief Deputy and has the ability to make decisions relating to technical matters. Work is performed on an independent basis with minimal guidance and direction. Work is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The position works in an office environment with minimal exposure to health and safety hazards.

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, February 2020

Revised and Retitled: Levy Code Comptroller, June 2015

EEO Category: 2 - Professional

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous