

SNOHOMISH COUNTY JOB DESCRIPTION

REVENUE OFFICER

Spec No. 6176

BASIC FUNCTION

To coordinate and determine the best method of collection based on caseload, amounts owing, and likelihood of collection including seizure and sale of property in compliance with the appropriate R.C.W.'s.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Compiles information on delinquent accounts including phone contact; meets with taxpayers in the field or office to determine the most expedient collection action; sets up tax payment plans in lieu of seizure and sale of the personal property.
2. Coordinates efforts with the Assessor's Office to locate taxpayers and personal property; determines the optimal method of collection; accompany the Assessor staff or auctioneer/appraiser to the business site to determine the value of the property; determines best method of sale, any risk to the county and if there will be adequate amounts to pay the costs of the seizure action and the delinquent taxes.
3. Directs office staff to assist in payment plan setup, monitors accounts, researches accounts for liens placed by various secured creditors and writes collection letters.
4. Determines additional collection methods when payment plans are not met by taxpayers; coordinates and trains staff that supports the seizure and sale action; follows all court ordered requirements in a limited timeframe; negotiates prices and work schedules with private specialists such as plumbers, electricians and moving companies. Insures the building owner agrees with all actions.
5. Proposes office collection policy and procedure revisions to remain in compliance with all requirements.
6. Interacts with the Prosecuting Attorney, Judges and Law Enforcement Officers as required for the tax collection process throughout each distraint
7. Inventories seized property and provides a list to the court; prepares the personal property for auction and participates in the sale of seized property if not using an auction house.
8. Notifies other government agencies and lienholders of excess funds; disperses funds after the sale based on the RCW requirements for priority of liens; deposits remaining funds with the court if there is a dispute between lienholders.
9. Researches records for additional real estate or personal property of delinquent taxpayer to continue collection process; liens real estate in Washington State counties.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Sends quarterly gambling forms to businesses with gaming equipment; monitors returned gambling forms and payments as required by the State Gambling Commission. Prepares letters when quarterly gambling taxes are not paid.
11. Contacts businesses with gaming equipment to collect delinquent gambling taxes; notifies the landlord of the delinquency and that a lien is being placed on real property for the continued non-payment of tenant's delinquency.

STATEMENT OF OTHER JOB DUTIES

1. Prepares and compiles collection results and reports as required by the supervisor and the Treasurer.
2. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years experience working in direct contact with public; and/or one (1) year of collection experience; and/or one (1) year public enforcement of laws; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

Ten (10) key data entry with accuracy of 90% and typing score of forty-five (45) words per minute (wpm) required. Must pass job related tests

PREFERRED QUALIFICATIONS

Prior law enforcement or collection work is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment. Employee will be required to work offsite daily. Employee will be required to complete any educational requirements to operate a County pool vehicle.

KNOWLEDGE AND ABILITIES

Knowledge of:

- collection procedures and practices
- record keeping practices and procedures
- basic mathematics
- the RCW's that apply to the collection of Gambling tax, personal property, and real estate taxes

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- learn the Treasurer's office rules, practices and procedures
- deal tactfully and authoritatively with delinquent taxpayers
- exercise initiative and judgment and make decisions within the scope of assigned authority
- establish and maintain effective working relationships with elected officials, management, peers and the general public
- communicate effectively both orally and in writing
- recognize, avoid, or de-escalate volatile situations that may arise when working with the general public
- monitors changes to the collection R.C.W.'s
- maintain ethical and professional standards of the office and county
- use organization and time management skills

SUPERVISION

Employee reports to an administrative designee as assigned. Works with a minimal amount of supervision.

WORKING CONDITIONS

The work is performed in the usual office environment with six (6) + hours or more per day focusing on a computer screen and with frequent field trips throughout the County. 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: December 1981 as Tax Collector
Previous Spec No. 740811
Revised: December 1990, November 1995, April 2013
Revised and Retitled: January 2014
EEO Category: 5 - Paraprofessional
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous