

SNOHOMISH COUNTY JOB DESCRIPTION

TAX COLLECTION SPECIALIST

Spec No. 6382

BASIC FUNCTION

Performs duties in all three specialty tax collection areas of Special Assessment, Bankruptcy and Foreclosure. Bills and collects assessments for water, sewer, public utilities, drainage, flood control and road districts. Collects taxes and assessments through the bankruptcy court and/or other collection measures. Collects delinquent real estate taxes and assessments through foreclosure proceedings.

STATEMENT OF ESSENTIAL JOB DUTIES

May be assigned to any of the following specialty areas and act as subject matter expert in that area. The general job duties apply to all areas of focus.

SPECIAL ASSESSMENT FOCUS

STATEMENT OF ESSENTIAL JOB DUTIES:

1. Reviews new district resolutions, verifying that the resolution total charges match the provided tax assessment roll; checks the district resolution to verify it includes all the information required by the various RCW's prior to accepting the final assessment roll.
2. Creates and maintains all district tax accounts in accordance with RCW's; verifies accounts are billed on the correct schedule and includes the correct interest rate determined by the district.
3. Places legal notifications in local newspaper(s) to notify the public of the district requirements and payment time frames.
4. Bills each district for reimbursement of Treasurer's costs as provided for under RCW 36.29.180.
5. Answers inquiries from commissioners, engineers, attorneys and the public, explaining the RCW's governing various districts and providing information about the assessment of specific parcels.
6. Monitors accounts and corresponds with property owners and districts regarding delinquencies and foreclosure actions; initiates foreclosure action as mandated by the collection RCW's.
7. Annually updates or deletes installment payment schedules for individual parcels within a district to ensure correct billing information.

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BANKRUPTCY FOCUS

STATEMENT OF ESSENTIAL JOB DUTIES:

1. Identifies debtors in bankruptcy from notifications received by the bankruptcy court, newspaper sources, taxpayers or their attorneys; notifies bankruptcy court of county tax lien; files Proof of Claim in accordance with court requirements; contacts attorneys, trustees and/or courts regarding tax liens.
2. Reviews legal documents (notices, motions, case plans) related to bankruptcies; decides on the correct course of action in accordance with court ordered deadlines; contacts attorneys, prepares and files responses; coordinates with the Prosecuting Attorney's office for legal assistance when required; makes court appearances to protect county tax claims, interviews debtors, attorneys and court appointed trustees and determines the collection method.
3. Monitors legal actions on all cases including notices of sale, disclosure statements, case plans, and removal of stay actions; consults with the Prosecuting Attorney and the Treasurer to determine the collection method to maximize the funds the court may have available to pay creditors.
4. Coordinates collection efforts with Tax Collection Manager and/or Revenue Officer when delinquent taxpayers file or close a bankruptcy.
5. Reviews revisions in Federal Bankruptcy Code and the RCW's that may affect collection efforts.
6. Consults with Prosecuting Attorney and Treasurer management to determine procedure changes based on the Federal Bankruptcy Code or RCW's.
7. Develops reports for monitoring bankruptcy data as requested by the Treasurer, Chief Deputy or supervisor.
8. Calculates and applies partial payments as directed by the court.
9. Answers questions from the public pertaining to bankruptcy collection, tax priority as established in the bankruptcy code, RCW's, and individual bankruptcy case plans.

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FORECLOSURE FOCUS

STATEMENT OF ESSENTIAL JOB DUTIES:

1. Determines and adheres to RCW timelines for required tasks for foreclosure proceedings.
2. Prepares billing notifications to the taxpayers who meet the RCW requirements for foreclosure action.
3. Requests bids from title companies to provide title report services on foreclosure properties; concludes bidding process and updates required contract with necessary changes for legal review.
4. Prepares forms, certificates of delinquency, and exhibits for court filings presented by the Prosecuting Attorney.
5. Prepares and maintains foreclosure and tax title logs and files; removes accounts as required by the RCW's.
6. Reviews title reports for discrepancies and unclear ownership; resolves title and/or tax parcel discrepancies with other county departments, governmental agencies, lenders, escrow agents or title companies; notifies all parties with an interest in the property by certified mail.
7. Identifies and selects the facility for the foreclosure sale, prepares and coordinates staff duties prior to and at the sale; prepares all documents and paperwork needed at the sale; notifies and arranges local law enforcement to be present at the sale for security.
8. Works directly with Treasurer to contact parties in foreclosure including field visits prior to the tax sale; prepares field visit information; participates in file review with Deputy Prosecutor and Treasurer concerning parcels that may be ineligible for sale.
9. Prepares, posts, and publishes foreclosure and tax title sale notices; prepares and processes sale related forms; prepares deeds for properties sold and coordinates the signing and recording of these documents; notifies owners of record of need to apply for any surplus funds resulting from property sale.
10. Determines which special assessments need to be removed and which are to be paid after sale is completed and directs staff to complete this process.
11. Prepares excise documents for receipting all sold properties, and records deeds at the Auditor's office.

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STATEMENT OF OTHER JOB DUTIES

12. Provides County Property Management with documentation of all properties sold to the county.
13. Identifies delinquent assessments subject to foreclosure; assists the taxing districts to initiate and complete foreclosure.
14. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in legal, business, accounting or related field; AND two (2) years of experience in a county treasurer's office, banking, collection, title company and/or legal; OR, any equivalent combination of training and/or experience that provides knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

- Ten (10) key data entry with accuracy of 90%.
- Four (4) years experience in a County's Treasurer Office preferred.
- Knowledge of bankruptcy, foreclosure, and special assessments is preferred.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- ad valorem taxes
- special assessments and how they are collected
- pertinent local, state, and federal law; Federal Bankruptcy code and rules; RCW and WAC guidelines governing taxation, assessments, collection and foreclosure action
- legal property descriptions and maps
- the functions of the Treasurer's office

Ability to:

- read, comprehend and make decisions pertaining to legal documents regarding L.I.D. taxation, bankruptcy and foreclosure proceedings
- work independently and as a team with minimal supervision
- effectively communicate internally and externally
- manage multiple tasks while meeting specific deadlines

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- understand Treasurer's office rules, practices and procedures
- maintain ethical and professional standards of the office and county
- establish and maintain effective working relationships with elected officials, management, peers and the general public

SUPERVISION

The employee receives direction from the County Treasurer. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained. Works with minimal supervision to resolve issues and make decisions independently.

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. Will be required to 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 and Retitled: Foreclosure Technician (Spec No.6067), Bankruptcy Officer (Spec No. 6019) and LID Technician (Spec No.6104)

Revised: December 2016

EEO Category: 6 – Administrative Support

Pay Grade: 312 – Clerical Pay Plan

Worker's Comp: 5306 – Non-Hazardous