



## LEVY SPECIALIST 1

**Department:** Assessor Treasurer  
**Job Class #:** 869600  
**Pay Range:** General 23

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### GENERAL FUNCTION

This is technical tax levy work for the Pierce County Assessor-Treasurer's Office. An employee in this classification performs levy calculations, manages the personal and real property assessment roll and Treasurer's roll changes, develops and maintains computer reports, performs a variety of statistical and financial reports, analyzes complex levy rules and regulations, revises tax tables according to new legislation, works with numerous taxing districts, local cities, state agencies, public entities, elected officials, County department representatives, and the general public, certifies various reports to County Board of Equalization, Department of Revenue, and other public entities. Duties are performed with considerable independence and have latitude for exercising independent judgment within established rules, guidelines, and state levy requirements. Work is performed under general supervision and is reviewed by an administrative superior through periodic conferences, reports, and through the adequacy and accuracy of resulting records, reports, and functions.

### ESSENTIAL FUNCTIONS

- Calculates levies and tax rolls; adjusts tax rolls according to State limitations to determine levy and tax dollars to be collected for all taxing districts; submits certification of levies to Department of Revenue and other public entities.
- Compiles statistical reports required by the State Property Tax Division. Integrate state property tax law requirements into county assessment and levy programs for tax districts. Compiles, edits, and arranges for printing the Annual Assessment Book.
- Interprets and verifies taxing districts budget requests. Researches, analyzes, and makes projections on taxing districts budget amounts. Analyzes complex levy limits and their impact on taxing districts. Performs research on new legislation affecting taxing districts.
- Maintains and updates the utility roll on state assesses properties such as those owned by telephone companies, railroads, gas companies, and other public entities.
- Maintains and monitors assessment information on senior citizen exemptions, open space, forest land, new construction, new plats, various appeal boards, and other related properties in order to ensure data information is complete, accurate, and timely.
- Develops, maintains, and audits monthly and Treasurer's Year End computer production schedules and coordinates computer programming and support services as needed.
- Responds to inquiries from the general public regarding a variety of assessment issues via telephone, mail, or at the customer services counter.
- Prepares formal correspondence to all taxing districts during preliminary and finalized budget requests.
- Audits all county-wide value changes to the Assessor's Assessment Roll, Treasurer's Tax Roll and certifies the Assessment Roll to the County Board of Equalization, the State Department of Revenue, Department of Natural Resources, and other regulatory agencies.
- Conducts special reports and analysis work for the Assessor-Treasurer Office, Budget and Finance Department, and other County or city entities.

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- Meets with the State Auditor's Office regarding tax roll information and data on an annual basis.
- Maintains accurate and detailed office records, files, and related data information in a safe and secure manner.
- Assists in the development of office policies, procedures, and improvement to the assessment roll and levy process.

#### **OTHER JOB FUNCTIONS**

- Performs other related job functions as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern office practices and procedures.
- Knowledge of the principles of mathematics, accounting, and statistical calculations.
- Knowledge of real and personal property assessment and legal property descriptions.
- Knowledge of personal computers, software applications, data processing, and computer operations.
- Knowledge of applicable federal, state, and local laws, codes, and regulations.
- Ability to perform detailed and accurate mathematic calculations.
- Ability to analyze and interpret complex assessment and levy policies, procedures, and regulations.
- Ability to read, analyze, and interpret related data.
- Ability to read and understand property assessment and legal description.
- Ability to operate a personal computer and use associated software programs.
- Ability to prepare accurate and detailed reports, documents, and publications.
- Ability to maintain effective working relationships with co-workers, taxing districts, public and private officials, and the general public.
- Ability to communicate effectively both orally and in writing in a clear and concise manner.
- Ability to maintain office records, files, and data information.
- Ability to work independently, under pressure, and meet deadlines.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

#### **RECRUITING REQUIREMENTS**

Associate degree in accounting, computer science, business or related field and two or more years of property assessment and levy experience. Additional education or related experience may substitute for the recruiting requirements.