



LEVY SPECIALIST 2

Department: Assessor Treasurer
Job Class #: 869800
Pay Range: Professional 05

FLSA: Non-Exempt
Represented: No

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 highly technical tax levy work for Pierce County Assessor-Treasurers Office. An employee in this classification provides direction, assistance, and guidance to the Levy Unit staff, performs complex levy calculations, manages the personal and real property assessment roll and Treasurers roll changes, develops and maintains computer generated 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 Officials, and the general public, certifies various reports to County Board of Equalization, Department of Revenue, Department of Natural Resources, and other public agencies. Duties are performed with considerable independence and requires the use of considerable independent judgement with in established rules, guidelines, and state levy regulations. Work is performed under general supervision and is reviewed by an administrative superior through conferences, reports, and through adequacy and accuracy of resulting records, reports, and functions.

ESSENTIAL FUNCTIONS

- Provides direction, assistance, training, and guidance to departmental staff on tax levy regulations and levy unit operations. Performs as a lead worker for the unit.
- Calculates levies and tax rolls; adjusts tax rolls according to state levy limitations to determine levy and tax dollars to be collected for all taxing districts; submits certification of levies to the Department of Revenue and other public entities.
- Compiles statistical reports required by the State Property Tax Division. Integrates state property tax law requirements into County assessment and levy programs for tax districts. Compiles, edits, and arranges for printing of the Annual Assessment Book.
- Interprets and verifies taxing district 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 assessed 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 lands, new construction, new plats, various appeal boards, and other related properties in order to ensure data information is complete, accurate, and timely.
- Ensures computer generated data reports are accurate and completed in a timely manner.
- Develops, maintains, and audits monthly yearly computer production schedules and coordinates computer programming and support services as needed.
- Responds to complex inquiries from the general public regarding a variety of assessment issues.

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- Oversees the preparation of formal correspondence to all taxing districts during preliminary and final budget requests.
- Audits all county-wide value changes to the Assessment Roll, certifies the Treasurers Tax Roll to the County Board of Equalization, State Department of Revenue, Department of Natural Resources, and other regulatory agencies.
- Oversees the preparation of special reports and analysis work for the Assessor-Treasurer, Finance Department, and other County or city entities.
- Meets with the State Auditors Office regarding tax roll information and data on an annual basis.
- Maintains office files, records, and data information in a safe and secure manner.
- Develops Levy Unit office policies, practices, and procedures.

OTHER JOB FUNCTIONS

- Performs other related job functions as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of office practices and procedures.
- Considerable knowledge of mathematics, accounting, and statistical calculations.
- Considerable knowledge of levy codes and regulations, federal, state, and local laws pertaining to assessment regulations.
- Knowledge of personal computers, software applications, data processing, and computer operations.
- Ability to perform complex 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 descriptions.
- Ability to use and operate personal computer and associated software programs.
- Ability to prepare detailed and accurate 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.
- Ability to maintain office files, records, and data information.
- Ability to work independently, under pressure, and meet deadlines.
- Ability to provide direction, assistance, and guidance to other departmental staff.
- 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 four or more years of property assessment and levy experience which includes at least one or more years in a lead capacity. Additional education or related experience may substitute for the recruiting requirements.