



Employment Opportunity

Kittitas County, Washington

POSTED: 1/15/2019

CLOSES: Open until filled

PROGRAM SPECIALIST

The current vacancy in the Assessor's Office is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Program Specialist is responsible for the administration of the Senior Citizens and Disabled Persons Exemption program, and the Deferral programs. Anyone who meets the qualifications stated below may apply. Screening will commence on 1/22/2019 and continue until a suitable candidate is found.

SALARY RANGE: \$3,151- \$3,593 per month.

ESSENTIAL FUNCTIONS

Administration of the Deferral & Senior Citizen / Disabled Exemption Programs

- Evaluate and verify applicant qualifications of age/disability, income, primary residence and ownership
- Analyze and interpret these factors in conjunction with the Exemption-Deferral Manual and state statutes and rules
- Make decisions independently for applicant approvals under the statutes, rules and guidelines of these programs
- Prepare and defend eligibility decisions for BOE and SBTA appeal hearings
- Maintain confidentiality of information
- Create, revise or edit and distribute various letters, documents and forms to applicants
- Advise coworkers and applicants regarding program requirements, guidelines and changes allowed by statutes and rules
- Process Tax Roll Corrections and valuation adjustments resulting from applicant changes and changes in law - checking for accuracy by manual computation
- Investigate and resolve technical problems and questions encountered in the programs that require specialized training and knowledge
- Recommend policy, procedure and efficiency changes; work with the Administrative Assistant and Assessor in the development and implementation of approved changes

Management of the Assessor's department budget

- Monitor office supply inventories and submit office and field supply orders
- Ensure the timely submission of vouchers, invoices and credit card requests with appropriate fund codes to the Auditor's office using computerized systems and hard copy documents
- Verify accounts for accuracy, correct procedures, proper signatures, back up documentation and available funding
- Keep recordkeeping and reporting systems current and reconcile to maintain balanced funds
- Monitor budget activities to assure availability of funds for expenditures; initiate budget change requests with Auditor's office

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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- Design, implement, maintain, and audit hard copy and computerized recordkeeping and reporting systems for accounts payable, budget tracking, etc.
- Monitor the accounting system; inform the Administrative Assistant of any concerns; initiate approved corrective measures
- Provide financial data in a useable format for management analyses, review and/or release

Administrative support of the County BOE and SBTA programs

- Oversee handling of complex files, data entry, hearing schedules, correspondence and decisions, agreements and withdrawals for the appeal process
- Review data for accuracy and completeness using BOE Tracker, TerraScan (T2), and spreadsheet programs
- Coordinate with Appraisers and set deadlines for Appraiser action based upon information from the BOE or SBTA
- Review Assessor's answers to petitions for signatures and completion
- Prepare time sensitive copies/mailings of Assessor's answers for department files, BOE/SBTA, and Appellant with Certificates of mailing
- Process tax roll corrections for value changes from appeal process in TerraScan and manually calculate tax to verify accuracy

Respond to customer inquiries for information and services

- Provide assistance to the public by explaining requirements and completing applications for the Deferral and Senior/Disabled Exemption programs
- Respond to public inquiries with general knowledge of Assessor's records, legal descriptions, accessing online property information, and department functions including policies and procedures

Other responsibilities

- Process conference/training registrations, hotel reservations, and assist staff with travel reimbursements
- Assist with the processing of ownership transfers; research to ensure that information related to excise affidavits, parcel numbers, ownership records and legal descriptions is accurate
- Manage office mail including pick-up and delivery, sorting and distributing, and preparing bulk mailings
- Maintain, archive or destroy files adhering to State and department guidelines for records retention
- Assist with Personal Property assessment and valuation as needed

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School diploma or GED
- Two (2) years of college level education/training in Accounting, Business Administration, Public Administration, or similar field
- Two (2) years of full-time experience in a professional office environment that required a high level of accuracy, organization, and interaction with the public.
- *Equivalent education and/or experience may be considered in lieu of some education at the discretion of the Assessor*
- Valid Washington State driver's license
- A criminal history and background check will be performed on qualified candidates. Convictions may

preclude candidates from employment in some circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Experience with computers including Microsoft Office programs, and possess the ability to quickly learn other programs specific to the department and/or County
- Experience operating standard office equipment including phones, calculators, printers, fax and copy machines
- Ability to establish and maintain courteous and cooperative interpersonal relationships at all organizational levels and with the public
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, etc. in a professional manner, exhibiting patience and using layman's terms when necessary
- Ability to communicate clearly and professionally in verbal and written form
- Ability to work effectively under pressure, meet deadlines, and adjust quickly to sudden changes and priorities while maintaining a positive attitude
- Must possess strong organizational skills and be able to produce a neat and accurate work

PREFERRED QUALIFICATIONS

- Previous experience working in an Assessor's Office
- Bilingual (English/Spanish)

WORKING CONDITIONS

Work is typically performed in an office environment, but could include others such as vehicles or public meeting locations. Must be able to stand, walk, sit, crouch, kneel, stoop, reach and grasp. Must be able to traverse a variety of surfaces and ascend/descend stairs. Must be able to read printed materials and a computer screen; must possess hearing and speech to communicate clearly in person or over the telephone. Must be able to lift up to 25 pounds and potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times including proper lifting/carrying techniques.

Occasional travel may be required for training opportunities and /or meetings; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage.

Work is typically performed during standard business hours; however, at times there are variations in working hours that will include occasional evening and weekend work. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume

3. Letter of Interest
4. Three Professional References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Describe two (2) situations in which you were responsible for meeting deadlines or working under other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.
2. Describe your ability to maintain focus and produce accurate work in a fast paced environment with frequent interruptions.
3. Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, and at least one example of how you handled a problem and/or negative situation.
4. Please describe your experience with budget preparation and accounting.