SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Administrative Specialist IV  
Date: December 17, 2008

Reports to: County Assessor  
Department: Assessor

FLSA Status: Nonexempt  
Positions Supervised: none

BASIC FUNCTION: This position is usually the first point of contact for citizen questions via telephone calls, in-office visits, and e-mails, for half of the day. Administers senior citizen and disabled person tax exemption program.

MINIMUM QUALIFICATIONS: Vocational training in office practices and two years administrative/secretarial work; or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. Ability to perform basic mathematical functions with consistent accuracy. Excellent customer service skills are required, including the ability to effectively communicate with the general public, County employees, and senior citizens, both in person and through correspondence. Data entry, word processing, and electronic spreadsheet skills are necessary.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Responds to customer inquiry regarding office procedures including County mapping and the parcel numbering system, the state current use programs, senior citizen and disabled persons exemption and deferral programs.

*2. Processes applications, determines eligibility, and maintains electronic database for tax exemptions and deferrals for Senior Citizen and Disabled Persons.

*3. Audits tax exemptions and deferrals for Senior Citizen and Disabled Persons to verify continuing eligibility and correct status of exemption.

*4. Tracks communications received via telephone or through the front desk regarding all issues of property tax exemptions and deferrals, ensuring appropriate response and follow up.

*5. Performs general office duties of records keeping, correspondence, filing, and mailing.

*6. Assists the Treasurer’s office in preparation of property tax statements by coordinating functions and verifying information.

*7. Assists with bulk mailings.

*8. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

9. Other duties as assigned by the Assessor, or the Chief Appraiser, in his or her absence.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

C:\Downloads\_Deleteme\Current County job descriptions 5-2014\ASSESSOR Administrative Specialist IV 2008.doc
PHYSICAL AND MENTAL REQUIREMENTS: Requires sitting at a desk, walking, and lifting up to about 25lbs. Requires use of a keyboard (hand and finger movement) and computer monitor approximately 70% of the time. Visual acuity sufficient to read small text and computer monitors. Hearing sufficient to understand normal human speech, as well as the ability to filter out conversations in the local vicinity while maintaining a separate conversation or concentrating on job responsibilities.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>Hours*</th>
<th>Frequency of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone / Fax</td>
<td>1.5</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>0.5</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>2.5</td>
<td>x</td>
</tr>
<tr>
<td>Computer Printers (AS/400 &amp; PC)</td>
<td>0.5</td>
<td>x</td>
</tr>
<tr>
<td>Reference Books and Files</td>
<td>.25</td>
<td>x</td>
</tr>
<tr>
<td>Adding Machine</td>
<td>.25</td>
<td>x</td>
</tr>
<tr>
<td>Microfiche Reader</td>
<td>.25</td>
<td>x</td>
</tr>
</tbody>
</table>

* Total of daily hours reflects the requirement for multitasking.

WORKING CONDITIONS: Normal air-conditioned office situation with associated noise from office equipment. Daily trip to the local Post Office at a distance of one block. Occasional short trips by foot or by vehicle. Numerous daily interruptions to the work flow.