

Metropolitan King County Council

Position Descriptions



Position: Clerk/ Executive Director, Board of Appeals and Equalization	FLSA: salaried, exempt
Department: Board of Appeals	Salary Grade: 131
Council Approved: September 29, 2020	

Summary

Plans, organizes, and manages support staff and the work of two independent citizen Boards appointed to hear appeals for assessed valuation of real and personal property and other actions by the King County Assessor, and county employee work related grievances. The Clerk/Executive Director, Board of Appeals and Equalization is a salaried, at-will, overtime exempt classification. This position reports to the Chair of the Board of Appeals and Equalization.

Distinguishing Career Features

The Clerk/ Executive Director of the Board of Appeals & Equalization is a management position responsible for the efficient and effective processing and adjudication of a high volume of appeals on decisions regarding assessment, taxation effects, zoning, and personnel grievances.

Essential Duties and Responsibilities

- Provides quality control for the overall appeal process and the Board's decisions.
- Works closely with the Board to carry out annual and long-range goals and recommends changes when needed.
- Establishes and coordinates the process of reviewing and adjudicating a high volume of appeals and ensures statutory decision deadlines are met.
- Reviews Board decisions to ensure compliance with generally accepted appraisal practice, relevant laws, and to ensure mathematical/ financial calculations were performed correctly.
- Authors the Board's orders and includes citations to valuation industry publications and/ or applicable laws.
- Prepares and proposes policies and procedures designed to expedite and assure fairness in the adjudication of appeals.
- Provides orientation and training of citizen Board members on technical real estate valuation practices and procedures, including laws, regulations, policies, procedures, and decision-making processes used for extending decisions.
- Provides information to appellants on the appeal process and operations of the office.
- Develops schedules and routines that maximize the efficiency of Board members in making decisions. Provides support to the Boards to enhance their ability to exercise the duties for which they were appointed.
- Develop ad hoc reports to monitor key performance metrics and make recommendations for process changes to improve metrics when possible.
- Receives and follows up on the most complex calls, visits, and other communications from active and potential petitioners. Responds to inquiries and complaints in a timely manner and in compliance with applicable laws and Board procedures. Responds on hearing procedures, complex and confrontational hearing issues, and other matters.

- Provides active and potential petitioners and other citizens with thoughtful and responsive answers, solutions, explanations, and assistance so the Boards can fulfill their duties.
- Oversees the efficient operation of the office. Oversees and screens initial petition filings and scheduling.
- Oversees the computer-aided databases that store appeal information. Ensures that the office has up-to-date, accessible databases that support the function of the office.
- Periodically evaluates the scheduling and decision processes with respect to fluctuating appeal volumes. Designs and implements processes that make for efficient scheduling and handling of documents, and enhanced resources to enable timely hearings.
- Responds to media inquiries, seeking advice from others on matters of extreme sensitivity.
- Acts as the Board's liaison to the Washington State Board of Tax Appeals, the Washington State Dept. of Revenue (the oversight agency for the Board of Equalization), and the King County Executive's Office
- Prepares and proposes changes to the annual budget for the agency. Anticipates staffing and material needs and costs. Presents budget requests to the Council. Administers approved budgets.
- Oversees and updates the Board's communications materials, brochures, forms, and web site information.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- A working knowledge of state and local laws, court decisions and other legal requirements applicable to the conduct of quasi-judicial administrative hearings processes, including rules of evidence and the determination of findings of fact and conclusions of law.
- In-depth knowledge of property tax laws, appraisal and assessment processes.
- In-depth knowledge of the laws, rules, codes, and procedures governing administrative appeals to governmental actions.
- Knowledge of the principles and practices associated with supervision, leadership style, team building, and performance management.
- Knowledge of and well-developed skills at using personal computers, including common desktop applications and specialized databases.
- Advanced knowledge of the English language to write reports requiring the utmost choice of grammar and syntax to deal with complex, sensitive issues.
- Well-developed human relations skill to gain trust while working with others in difficult situations, employ lines of questioning for fact finding, deliver reports in formal or legal settings.
- Sufficient math skills to prepare budgets, account for expenditures, and develop and interpret statistical and operating information.

Abilities

- Ability to carry out the functions of the position.
- Ability to organize and facilitate decision-making processes that are capable of handling a high volume of petitions.
- Ability to learn, interpret, and apply relevant sections of the King County Code, and local, state and federal legislation.
- Ability to setup and sequence steps in conducting research and analysis.
- Ability to remain objective with decisions and to properly handle private and confidential communications.
- Ability to present facts and recommendations in a clear, concise, interesting, and logical

manner, both orally and in writing.

- Ability to develop and maintain positive work relationships with peers, other committees, county organization units, communities, and agencies.
- Ability to give full attention to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Ability to prioritize workload to meet deadlines.
- Ability to work varying schedules and travel efficiently to remote locations.
- Consistent attendance and punctuality.

Education and Experience

The ideal candidate will have a Bachelor's degree in public administration, urban planning, real estate valuation, or related field and over eight years of progressive local government administration experience in conducting or assisting in conducting administrative hearings or interpreting or adjudicating matters governed by laws and codes. Additional experience may substitute for higher education.

Licenses and Certificates

A general certified appraiser's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.