King County

FISCAL SPECIALIST II
DEPARTMENT OF EXECUTIVE SERVICES
FINANCE & BUSINESS OPERATIONS DIVISION/ TREASURY OPERATIONS SECTION
Hourly Rate: $15.72 – $19.92
Job Announcement: 04LW4244
OPEN: 7/14/04 CLOSE: 7/28/04

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building 7th Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) ***PLEASE NOTE:*** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A King County application form, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at: http://www.metrokc.gov/ohrm/jobs/JobApplications.htm.

WORK LOCATION: 500 4th Avenue, Room 609, Administration Building, Downtown Seattle, WA.

WORK SCHEDULE: This full-time position that is not exempt from the provisions of the Fair Labor Standards Act, and is therefore overtime eligible. It works a 35-hour work week; Monday – Friday, 8:30 a.m. – 4:30 p.m., and two weekends per year. This position will be paid on a bi-weekly system.

PRIMARY JOB DUTIES INCLUDE:

- Assist with opening and preparing incoming property tax payments for further processing and posting to tax accounts.
- Verify accuracy of tax payments with amount owed.
- Identify and correct errors in payment calculations; research discrepancies.
- Prepare tax refunds and payment returns.
- Assist with sorting, loading, unloading, lifting and moving, incoming and outgoing tax statements of up to 30 lbs., and section mass mailings.
- Plan, organize, prioritize, and coordinate workload to meet established processing deadlines, assists with maintaining name and address files.
- Train and direct temporary staff in processing tax payments.
- Communicate tax information by telephone and in person to a variety of taxpayers, Treasury staff; County departments and outside agencies involving related tax payment inquiries.
- Operate ten key adding machine, computer terminal, personal computer and remittance processing optical character reading equipment (OCRS) and mass mailing equipment.

REQUIRED QUALIFICATIONS, EXPERIENCE, KNOWLEDGE and SKILLS:

- A minimum of two (2) years full time office and accounting experience, in the areas listed above, which includes responding to customer inquiries and demonstrated customer service skills and ability to work with diverse group of customers in person and via telephone and e-mail.
- Ability to apply laws, policies and guidelines to widely varied situations.
- Proficient in the use of personal computers with experience using MS Word for Windows, Access, Excel, and E-mail.
- Initiative and accountability skills for work product.
- Ability to use office machines such as copiers, facsimiles, calculators, and skilled in using 10 key adding machine by touch. Note, a 10-key skills test will be administered to qualified candidates.
- Demonstrated interpersonal skills, ability to work with minimal supervision and to meet deadlines.

DESIRABLE QUALIFICATIONS:

- Work experience involving payment remittance processing and knowledge of optical character reader machine (OCRS) operation.

NECESSARY SPECIAL REQUIREMENTS: Ability to lift, load, unload and move mail, tax statements and envelopes weighing up to 30 pounds. Must be able to pass a physical examination for lifting requirements.

UNION MEMBERSHIP: Positions in this classification are represented by Local 117, Administrative Support bargaining unit.

CLASS CODE: **4101200**