

ORDINANCE NO. 10756

AN ORDINANCE recognizing divisions within the department of assessments
BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. The department of assessments is administered by the county assessor, who performs duties specified by general law. The primary purpose of the department is to establish the value of property in King County subject to ad valorem taxation.

The department is responsible for to manage and be fiscally accountable for the following divisions:

A. APPRAISAL DIVISION. The functions of the appraisal division include:

- 1. Cyclic appraisal of all real property in King County, including incorporated areas, for property tax purposes.
- 2. Field inspection and valuation of all real property, new construction and subdivisions.
- 3. Defense of valuations before the King County board of equalization, Washington State Board of Tax Appeals, and in courts of law.

B. PROGRAM PLANNING DIVISION. The functions of the program planning division include:

- 1. Planning and coordination of computer system requirements for the department, including liaison with the system services division of the department of executive administration.
- 2. Statistical analysis and management information reporting to support valuation of property.

C. ADMINISTRATIVE SERVICES DIVISION. The functions of the administrative services division include:

- 1. Managing the department's public information unit to provide access to computer information regarding assessments, property characteristics, property history, and tax bill information.
- 2. Managing property and office rentals for the department.
- 3. Administrative functions of the department including personnel, budget, payroll, and resources needed by department appraisers to discharge their responsibilities.
- 4. Coordinating all training for department employees.

D. ACCOUNTING DIVISION. The functions of the accounting division include:

1 1. Setting levy rates, levy codes, and tax district boundaries, certification of the tax
2 roll for collection to the finance division of the office of financial management, exemptions and
3 refunds, entering information in the computer master files and setting up new real property
4 parcels such as plats and condominiums in the assessment files.

5 2. Managing changes in real property and enter them on assessor maps and
6 maintaining map overlays showing taxing districts, levy codes, zoning, appraisal areas, and
7 wetland boundaries.

8 3. Providing work materials to the appraisal division and entering data from the
9 appraisal division into the property based system computer files, maintaining residential and
10 commercial property folios, and processing building permits.

11 E. PERSONAL PROPERTY DIVISION. The functions of the personal property
12 division include:

13 1. Valuation of business related depreciable assets, such as machinery and
14 equipment, in King County.

15 2. Valuation of leased business equipment in King County.

16 3. Valuation of mobile homes in King County.

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1 SECTION 2. DIVISION MANAGER STATUS.

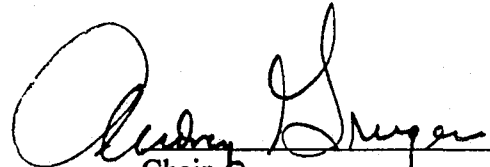
2 A. DIVISION MANAGERS. Each division manager shall be in an exempt status.

3 Should personnel presently filling a position as division manager have career service status, the
4 position will become exempt when a vacancy occurs.

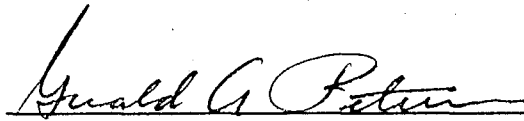
5 INTRODUCED AND READ for the first time this 8th day of March
6 19 93.

7 PASSED this 15th day of March, 19 93.

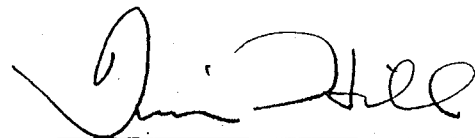
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9 KING COUNTY COUNCIL
10 KING COUNTY, WASHINGTON

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12 _____
13 Chair

14 ATTEST:

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18 Clerk of the Council

19 APPROVED this 26th day of March, 19 93.

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23 King County Executive