



KITSAP COUNTY ADVISORY BOARD POSITION DESCRIPTION

TITLE: Board of Equalization Representative

DEPARTMENT: Commissioners' Office

STAFF: Carolyn Gourley, Clerk of the Board of Equalization

JOB SUMMARY:

Act as part of an impartial three-member community board to make decisions on appeals of assessed values of residential, commercial and personal.

JOB DUTIES:

The Board of Equalization provides an impartial hearing environment on appeals of Assessor determinations including changes in property values, denials of senior or home improvement exemptions, forest land classifications, current use and claims for property tax exemptions.

Board of Equalization members and Assessor's Office staff meet with property owners to evaluate their information as well as information from the Assessor's Office to decide if an error has been made indicating the property assessment should be changed.

Hearings take place year-round on a regularly scheduled basis on Tuesdays and Wednesdays of tax season from 9 a.m. to 3:30 p.m. (board members arrive by 8:30 a.m. to review materials prior to the start of hearings and serve just one of the two days), though there are periods when no hearings are scheduled, including around the holidays. The hearings schedule is shared between seven members appointed to the Board of Equalization and there is some flexibility to work around board member availability.

SKILLS AND QUALIFICATIONS:

Must be a Kitsap County resident. Should be familiar with Kitsap County real estate, property appraisal practices, mortgage brokerage or residential and commercial construction and contracting. Must be willing and able to attend an orientation and participate in annual training. Must be available for hearings (hearing schedule is spread between members so not all members attend all hearings), which take place in person in the County Administration Building, 619 Division Street, Port Orchard.

BENEFITS:

Members receive \$75 per day compensation for a full day of hearings and \$55 for a half-day. Training is provided free of charge.

RESPONSIBLE TO:

Kitsap County Board of Commissioners

For more information, visit www.kitsapgov.com or contact Rebecca Pirtle, Kitsap County Volunteer Services Coordinator, at (360) 337-4650, rpirtle@kitsap.gov.