



## **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 citizen's board to make decisions regarding homeowner, commercial and personal property appeals to the assessed value of their properties.

### **JOB DUTIES:**

Hear appeals on a year-round, 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), though there are periods when no hearings are scheduled, including around the holidays. In hearings, board 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.

### **SKILLS AND QUALIFICATIONS:**

Must be a Kitsap County resident. Should be familiar with Kitsap County real estate and/or appraisal practices. Must be willing and able to attend an orientation and participate in yearly training. Must be available for 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.

### **RESPONSIBLE TO:**

Kitsap County Board of Commissioners

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