

Class Concept

This is managerial work in tax administration, in directing the activities of a revenue division responsible for one or more tax schedules in the Tax Administration or operations within the divisions in Business Systems. Employees plan and direct the work of a tax division, apply tax laws and regulations, and resolve controversial issues relative to the tax laws under their administration. Work assignments generally originate as a result of problems referred for resolution and through tax returns submitted by taxpayers, but work may develop from specific assignments by the Secretary of Revenue or Assistant Secretary of Revenue.

Positions confer with other business lines to resolve tax problems pertinent to a particular schedule or schedules which include-making specific assessments and granting tax refunds or divisional programs. Positions also conduct studies to improve division activities, establish operating policies and procedures, prepare reports and other general information for the Secretary and other agencies, and prepare or revise policies, procedures, bulletins, etc. used by the department. They also consult with taxpayers, accountants, and legal representatives to give information and to resolve questionable parts of tax law application or divisional practices; interpret tax law provisions concerning the tax schedule or program being administered. They attend conferences and hearings before the Office of Administrative Hearings, district and superior courts and federal court as needed regarding all tax and personnel matters. They also report to the Secretary and General Assembly on the general workability of the tax schedule being administered, program administration and make recommendations for changes to be made in the tax law.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the provisions of the Revenue Act and the tax schedules being administered. Considerable knowledge of tax auditing and accounting principles, practices, and methods and their application to provisions of the Revenue Act relating to tax administration.
- Considerable knowledge of administrative management principles and practices.
- Ability to plan, organize, direct, and review the work of technical and clerical employees.
- Ability to determine violation and non-compliance with tax laws, rules, and regulations and to detect and explain significant irregularities concerning tax matters.
- Ability to establish and maintain effective working relationships with employees, public officials, and the general public.

Minimum Education and Experience

Bachelor's degree in Business/Public Administration, Economics, Accounting or related field from an appropriately accredited institution and five years of experience tax accounting, auditing, and/or collection work including two years of experience in higher-level management/administration; or an equivalent combination of education and experience.