

Class Concept

This is managerial work in tax administration, assisting in directing the activities of a revenue division responsible for administering one or more tax schedules. Positions in this class serve as assistant directors of smaller revenue divisions. Positions assist the director (Tax Administrator) in planning and directing the work of the divisions, applying tax laws and regulations, and resolving controversial issues relative to the tax laws, personnel practices and other program related activities under their administration. Work of this class involves administering less complicated and involved tax laws which affect a smaller segment of the general public, produces less revenues and requires a smaller professional and clerical staff than found at the senior level such as in the divisions listed above. 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 Tax Administrator or the Assistant Commissioner.

Positions in this class confer with tax auditors to resolve tax problems pertinent to a particular schedule or schedules which include making specific assessments and granting tax refunds. They assist in conducting studies to improve division activities and establish operating policies and procedures. They prepare estimates of tax collection and other general information for the Secretary of Revenue and other departments. Positions consult with taxpayers, accountants, and legal representatives to give information and to resolve questionable parts of tax law application. They interpret tax law provisions concerning the tax schedule being administered, changes in program administration or other matters. They also represent the division and attend conferences and hearings before the Secretary in regards to protested assessments and other related tax, personnel matters, and other program matters.

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 plans organizes directs 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 four years of experience in tax accounting, auditing, and/or collection work including one year of advanced auditing or supervisory experience; or an equivalent combination of education and experience.