

Class Concept

This is managerial work in tax administration, assisting in directing the activities of divisions within the Department of Revenue. Positions in this class serve an assistant director of a division administering the larger more difficult tax schedules such as sales and uses, individual income, corporate income and franchise, or gasoline; Positions serving in these roles are considered advanced and serve as technical experts within their field of work

Supervises staff in auditing, processing, and accounting for tax returns, tax revenue, and outstanding tax liabilities. Positions manage professional positions within customer service or taxpayer assistance, collections, accounting for deposits and financial systems work. They perform independently under the direction of the Division Director (Tax Administrator) and are subject to general review for sound application of work guides in the determination of tax liability and for adherence to departmental rules and policies in maintaining division activities or follows policy and procedure within the program areas.

Positions resolve administrative and functional problems of the work units of the division, and through these problems and frequent observation, ensure that the procedures of the division are functioning smoothly. They institute changes as necessary to improve division operating efficiency. Positions conduct hearings with aggrieved taxpayers and offer any information as requested by the Secretary of Revenue.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the taxation and enforcement provisions of the Revenue Act as they pertain to one or more tax schedules, including pertinent court decisions, Attorney General rulings, and administrative regulations.
- Considerable knowledge of administrative management principles and practices.
- Considerable knowledge of governmental methods of budgeting and accounting control.
- Ability to analyze difficult and involved tax problems and to make proper application of tax laws, interpretations, and regulations.
- Ability to plan, organize, directs and review the work of technical and clerical employees and to maintain effective control over a large organization in terms of general personnel management and in terms of accuracy and prompt processing of work assignments.
- Ability to express oneself clearly and effectively in oral and written form.
- Ability to maintain and establish effective working relationships with others.

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 in tax accounting and auditing work including two years of advanced auditing or supervisory experience; or an equivalent combination of education and experience.