

REVENUE TAX SUPERVISOR 3

KIND OF WORK

Professional supervisory tax work.

NATURE AND PURPOSE

Under administrative direction, an employee in this class supervises a moderate to large-sized group of professional and technical or clerical staff involving the audit, examination and/or collection of taxes of varying levels of complexity (e.g., difficult - moderately difficult) and variety (e.g., sales and use, income and corporation, etc.); supervisory responsibility includes either effectively recommending or hiring, directing, disciplining, performance evaluation, assigning duties, training and considering affirmative action in the selection of subordinate staff; performs related work as required.

The Revenue Tax Supervisor 3 applies specialized professional knowledge of taxation theory, tax laws, collections policies and procedures and/or audit standards and accounting principles acquired through an accumulation of job experience and a series of continually more advanced job-related training courses to supervise a moderate to large-sized group (e.g., more than 20 full-time employees) normally including third and fourth level professional staff, who possess recognized departmental expertise (e.g., sales and use tax, etc.), to advise departmental management on tax issues, to determine tax liability, to investigate violations of tax law and secure payments of delinquent taxes guided by general policies and occupational principles.

The level of a particular position in a classification series is based on a combination of factors not always present in class specifications. Among these factors are the degree of autonomy or authority, the role and scope of the position in the overall program/operation and the position's relationship to others in a unit/section, department and/or state service as a whole.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plan and develop unit/section objectives and coordinate the group's activities with those of other divisional and/or departmental groups considering ideas and recommendations from subordinate staff by setting priorities for established programs, by ensuring that operational procedures are developed, written and revised, by estimating revenues and expenditures for budget formulation.

Administratively supervise a unit/section to ensure the effective allocation of human resources by interviewing, selecting staff affirmatively, assigning, scheduling, directing, evaluating work performance, recommending achievement awards, and disciplining subordinate staff.

Technically supervise subordinates to achieve established goals and objectives by monitoring and reviewing the quality and productivity of subordinate staff by providing advice to staff on technical decisions, by developing/revising guidelines and procedures, by training new and current staff, by analyzing changes in federal and state tax laws, court decisions, etc.

Evaluate the performance of a unit/section to measure its efficiency and effectiveness in accomplishing the group's goals and objectives by reviewing and comparing actual productivity with established standards and expectations, by identifying additional training and budgeting needs, by further revision of guidelines, policies and procedures.

Represent unit/section, division, and department to explain and promote Revenue programs by attending and speaking at public meetings, seminars and conferences organized for the purpose of informing tax preparers, the general public and departmental personnel about tax laws, policies and procedure; and by testifying at legislative hearings on issues related to services to taxpayers or state tax laws.

Advise departmental management on law, rule, policy changes to increase the effectiveness of Revenue programs by conducting research on new pilot projects, by attending division and departmental meetings, by recommending changes in division and departmental goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resource policies, procedures, and labor contracts sufficient to establish priorities, make work assignments and approve the completed work of a large to moderate-sized group of professional and technical or clerical employees.

Pertinent tax and collection laws, policies and procedures sufficient to provide technical work direction to departmental employees normally including third and fourth-level professionals who are responsible for the audit, examination, and collection of tax liabilities/cases of varying levels of complexity (difficult - moderately difficult), to advise management on tax issues, to direct statewide Revenue programs.

Audit standards and accounting principles sufficient to understand taxpayer accounting systems, to design or revise auditing procedures, to follow complicated audit trails or construct them where non-existent, to ensure that taxpayers will maintain records and follow procedures necessary to comply with tax laws and complete their tax returns properly.

Investigative techniques sufficient to conduct extensive investigations to discover possible violations of tax laws.

Department of Revenue operations and files sufficient to gather taxpayer information from other work units to identify additional information requirements and resolve tax liability issues.

Skill in:

Reading comprehension sufficient to review and interpret written documents (e.g., tax laws, correspondence and forms).

Operating calculators, adding machines and CRT/computer keyboards sufficient to compute totals, averages, percentages of numerical data and to check or reconcile data.

Ability to:

Communicate verbally sufficient to direct the work of subordinate staff, conduct formal/informal training activities and promote Revenue programs to taxpayers, their representatives and departmental employees.

Communicate in writing sufficient to draft and edit written procedures, work instructions, correspondence, etc.

Est.: 01/87

Rev.:

T.C.:

Former Title(s):