TAX ANALYST 2

Nature of Work
Under general supervision, at the full-performance level, performs complex economic and tax-related research work in analyzing tax issues and policies and their impact on economic and fiscal conditions. Performs appraisal functions of public service and natural resource properties. May supervise other professional or clerical staff. Performs related work as required.

Distinguishing Characteristics
The Tax Analyst 2 is distinguished from the Tax Analyst 1 by oversight and responsibility of the more difficult projects. Exercises independent judgement in determining action taken. Uses considerable latitude in varying methods and procedures to achieve desired results. This level may function in a lead or supervisory capacity.

Examples of Work
Conducts highly complex studies of state taxes concerning the impact of legislation and policies on the economy and tax base.
Oversees various research studies and reports.
Disseminates information to the public concerning the Division programs, state taxes and tax collections by preparing publications and responses to inquiries.
Determines the impact on the state's economy and tax structure of federal legislation, policies and/or national or regional economic trends by reviewing and analyzing pending state legislation and by applying various analytical techniques.
Reviews and analyzes reports to extract data.
Develops methods to be employed in projects by continual evaluation and modification of the techniques involved.
Analyzes tax and economic data by using computer programming or software packages.
Maintains databases of information on various taxes and data.
Prepares comprehensive reports or narratives.
Attends meetings with public officials and other representatives.
May assign, train and review the work of subordinates.

Knowledge, Skills and Abilities
Knowledge of state and federal laws, rules, and regulations pertaining to taxations.
Knowledge of statistical techniques and research methods.
Knowledge of economic theory and analysis and the interpretation of the measures and indicators of economic activity.
Knowledge of computer applications.
Skill in the oral and written presentation of factual material.

TAX ANALYST 2   (CONT'D)

Knowledge, Skills and Abilities (cont'd)
  Ability to direct and coordinate the research and preparation
    of economic and taxation projects.
  Ability to interpret and apply complex laws, rules, and
    regulations.
  Ability to analyze facts and data to arrive at a logical
    conclusion based on these facts and data.
  Ability to apply various economic and statistical models to
    complex problems.
  Ability to establish and maintain an effective working
    relationship with state and federal government officials,
    business and industry officials, and public interest groups.
  Ability to apply computer programming techniques to analyze
    data.
  Ability to assign and supervise the work of both professional
    and clerical personnel.

Minimum Qualifications
Training: A master's degree from an accredited university in
public or business administration, economics, statistics,
mathematics, public policy, finance, operations research,
regional planning, urban studies, geology, mining
engineering, petroleum land management, computer science,
industrial engineering or system analysis or a closely
related field.
Substitution: Undergraduate degree in any of above disciplines
plus two years additional experience in mineral and/or
economic research and analysis may substitute for the required
training.
Experience: Three years of full-time or equivalent part-time
paid experience in mineral and/or economic research and
analysis.
Substitution: Two years of full-time employment in the State Tax
Division in a related area of assignment may be   substituted for
the experience requirement.

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