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TAX UNIT SUPERVISOR 1

Nature of Work

Under limited supervision, at the full-performance level, plans, assigns, and coordinates the work of paraprofessionals in a unit of the agency. Interprets and applies state and federal laws and regulations and departmental policies and procedures. Exercises independent judgment in recommending and initiating actions necessary to carry out responsibilities delegated by immediate supervisor. Performs related work as required.

Distinguishing Characteristics

The Tax Unit Supervisor 1 is distinguished from the Tax Unit Supervisor 2 by typically supervising staff that involves the administration of taxes. The type of subordinates supervised would be tax audit clerks (trainees, clerks, or seniors), revenue agents, tax mapping technicians, investigators, taxpayer service representatives, or support staff with a high level of monetary accountability. This class is not intended for supervisors for a clerical support staff or to be used as lead workers.

Examples of Work

Plans, assigns, supervises and reviews the technical, paraprofessional and clerical work of subordinate staff.

Oversees and coordinates programs and taxes administered within the area of responsibility.

Evaluates work for quality, accuracy and compliance with established tax laws, rules and regulations.

Instructs, trains, and advises staff in work procedures.

Confers with administrative and professional staff on unit requirements, projects and workloads.

Interprets and implements state and federal tax laws and regulations and administrative policies, opinions, and procedures for staff, corporate officers, state and federal officials, and the general public.

Develops new procedures to accomplish job assignments.

Composes, dictates, or prepares letters and memoranda in connection with supervised staff and unit operation.

Compiles and prepares federal and state reports of the unit's activities and taxes administered.

Reviews employee performance, interviews prospective employees and makes recommendations for hiring, disciplinary actions and merit increases.

May modify and integrate personal computer files related to tax accounts; train subordinates in use of tax computer files; makes recommendations on computer needs.

Knowledge, Skills and Abilities

Knowledge of the policies, procedures and techniques of the area of assignment.

Knowledge of tax laws, rules, and regulations.

Knowledge of practices and procedures of office management.

Ability to plan, assign and coordinate work of clerical and technical staff.

Ability to train, advise, instruct and interpret rules and regulations to staff.

Ability to use computer systems.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university. Special requirements as described below may apply.

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TAX UNIT SUPERVISOR 1 (cont'd)

Minimum Qualifications (cont'd)

Substitution: Experience as described below may substitute for the required training on a year-for-year basis.

Experience: Five (5) years of full-time or equivalent part-time paid experience in tax related auditing or accounting work.

Substitution: Master's degree in accounting, auditing, business administration, economics, finance, financial management, or a closely related field may substitute for up to two (2) years of experience.

Special Requirement: Six (6) semester hours of accounting is required for the supervision of taxpayer service representatives, tax audit clerks (trainees, clerks or seniors) and revenue agents and must be completed within one (1) year of appointment or promotion.

Established: 08/19/1993

Revised: 12/04/2017

Effective: 12/04/2017