

**TAX UNIT SUPERVISOR 2****Nature of Work**

Under limited supervision, at the full-performance level, plans, assigns, and coordinates the work of professional, semi-professional, technical, and clerical staff in a unit of the agency. Exercises independent judgment in recommending and initiating actions necessary to carry out responsibilities. May involve travel. Performs related work as required.

**Distinguishing Characteristics**

The Tax Unit Supervisor 2 is distinguished from the Tax Unit Supervisor 1 by the nature of work supervised. The Tax Unit Supervisor 2 supervises a professional staff such as Tax and Revenue Auditors, Tax Analysts and/or Tax Appraisers. May supervise paraprofessionals and/or clerical support staff in addition to the professional staff. The Tax Unit Supervisor 2 is distinguished from the Tax and Revenue Manager by the predominant duties of supervising a staff and coordinating the work in the area assigned. Also at this level, the incumbent supervises a unit or may supervise several small units whereas the Tax and Revenue Manager performs administrative duties and manages large multiple units.

**Essential Job Functions (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)**

Plans, assigns, supervises and reviews the work of a professional 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.

Prepares, conducts and attends meetings representing the agency.

Provides testimony at administrative or judicial hearings.

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

**TAX UNIT SUPERVISOR 2 (CONT'D)**

**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 system.

Ability to communicate well, both orally and in writing.

**Minimum Qualifications**

**TRAINING:** Bachelor's degree from a regionally accredited four-year college or university.

Special requirements as described below may apply.

**SUBSTITUTION:** Experience as described below may substitute for the required training on a year-for-year basis, excluding special requirements listed below.

**EXPERIENCE:** Six years of full-time or equivalent part-time paid experience in the area of assignment as determined appropriate by the appointing authority, two years of which must have been in a lead worker, supervisory, or administrative capacity.

**SUBSTITUTION:** Successful completion of graduate study in an area closely related to the area of assignment may substitute for up to two years of the non-supervisory experience OR A CPA certificate may substitute for one year of the required experience for assignment in the area of Tax and Revenue Auditors.

**SPECIAL REQUIREMENT:** Successful completion of three property appraisal courses from an accredited college or university or from a nationally recognized appraisal training or certification society listed below is required for the supervision of Tax Appraisers. Completion of twelve semester hours of accounting or twelve semester hours of management must be included in the required training to supervise Tax and Revenue Auditors. Possession of a working home telephone (either landline or cell phone), the availability of high-speed internet access of at least 4 to 6 megabit speed, possession of a valid West Virginia driver's license, and the availability of an automobile are required for employment to supervise Tax and Revenue Auditors.

**TAX UNIT SUPERVISOR 2 (CONT'D)**

**Minimum Qualifications (cont'd)**

**Appraisal Training or Certification Societies**

Appraisal Institute of Canada  
American Society of Farm Managers & Rural Appraisers  
American Society of Appraisers  
National Society of Real Estate Appraisers  
International Right of Way Association  
American Institute of Real Estate Appraisers  
Society of Real Estate Appraisers  
International Association of Assessing Officers  
National Association of Independent Fee Appraisers

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