

CLASS TITLE: ADJUDICATION OFFICER (TAXATION)

Class Code: 02992000
Pay Grade: 33A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct administrative hearings on appeals from determinations made by the Division of Taxation in regard to the various state tax laws; to draft and submit recommendations to the Associate Director of Administration-Tax Administrator for final decisions regarding administrative hearings; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior regarding the conduct and adjudication of hearings on appeal; assignments to hearings are delegated by the Associate Director of Administration-Tax Administrator.

SUPERVISION EXERCISED: As required, supervises and reviews the work of a subordinate staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct administrative hearings on appeals from determinations made by the Division of Taxation in regard to the various state tax laws; to draft and submit recommendations to the Associate Director of Administration-Tax Administrator for final decisions regarding administrative hearings.

To conduct, schedule, convene and preside at administrative hearings on appeals from determinations made by the Division of Taxation with regard to taxpayers' obligations under the various state tax laws.

To review the evidence presented and the appropriate state tax laws, and to draft and submit recommendations to a superior for final decisions regarding administrative hearings.

To explain the Administrative Procedures laws and relevant state tax laws to individuals appearing at administrative hearings.

To ensure that hearings are conducted in a fair and orderly manner.

To prepare written legal decisions and other reports.

When required, to assist in the formulation of overall policy and to draft statements related to tax laws.

To act in an advisory capacity on various legal matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Administrative Procedures laws and the ability to conduct, schedule, convene and preside at administrative hearings; a thorough knowledge of the state tax laws administered by the Division of Taxation and the ability to interpret these laws in regard to appeals from taxpayers; a working knowledge of court procedures and the rules of evidence; the ability to exercise independent judgement in adjudicating tax appeals and to prepare written recommendations to superiors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a accredited law school; and

Experience: Such as may have been gained through: employment in a responsible legal capacity in the public or private sector involving the adjudication of tax claims or matters of a similar nature authorized by law.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar Association and must maintain such membership as a condition of employment.

Class Created: February 28, 1988

Editorial Review: 3/15/2003