

**CLASS TITLE: ASSOCIATE DIRECTOR, REVENUE SERVICES
(TAXATION)**

Class Code: 02681900
Pay Grade: 44A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide administrative and executive assistance to the Tax Administrator in the exercise of his/her powers and duties relating to the assessment and collection of state tax revenues and the analysis of tax revenue structure; to act for the Tax Administrator in case of his/her absence or inability to discharge the powers and duties of his/her office: and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Tax Administrator; consults with the Tax Administrator on important interpretations of law, policy and major administrative problems.

SUPERVISION EXERCISED: Assists the Tax Administrator in the administrative and technical supervision of the work of employees of the Division; consults with, advises, and oversees subordinates relative to the work of the Division.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Tax Administrator in the overall direction of the activities of the Field Audit Service staff, the Office of Assessment and Review, the Processing and Collection Section staff, and, the Special Investigations Unit.

To act for the Tax Administrator in case of his/her absence or inability to discharge the powers and duties of his/her office.

To assist in the formulation of the state tax policies and provide necessary factual data analysis and technical assistance.

To assist the Tax Administrator in analyzing the state tax laws and rate structure and to assist in the drafting of any necessary legislation.

To prepare, or direct the preparation of, accurate and informative reports on taxation containing findings, analyses, conclusions, and recommendations.

To prepare technical correspondence on tax policy and related matters.

To maintain effective liaison with other state departments or agencies.

To attend meetings and conferences involving federal, state, and local officials, professionals, and the public, as required to represent the Tax Administrator.

As required, to assist and represent the Tax Administrator concerning personnel/labor relations matters and negotiations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state tax law and the ability to comprehend, analyze, and interpret state tax law and regulation; a thorough knowledge of the principles, practices and procedures of modern state tax administration; a working knowledge of federal tax laws as they relate and apply to state tax laws, ; the ability to analyze and interpret financial statements as they relate to the assessment and determination of state tax liability; the ability to interpret division policies, standards and procedures of hearings, forums, conferences and meetings; the ability to give assignments and instructions to the employees of the division and to direct the performance of their work; the ability to act for the Tax Administrator and as a representative of the division when so authorized; the ability to prepare clear and concise reports containing findings, analyses, conclusions and recommendations; the ability to develop and maintain effective employee and public relations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Accounting, Business Administration, Business Management, Law, Regulatory Administration and/or enforcement, or a closely related field; and Experience: Such as may have been gained through: employment in a management or supervisory capacity with relevant tax experience in public or private environment.

Class Revised: February 19, 2017

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