

CLASS TITLE: CHIEF OF TAX PROCESSING SERVICES

Class Code: 02687500
Pay Grade: 40A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, coordinate and direct the work of a large staff engaged in such tax processing services as: the registration of taxpayers for various taxes, the actual processing of tax returns and related data by both manual and automated systems, the receipt and disbursement of funds, the design and development of new systems for processing, and the review and improvement of existing systems; to coordinate; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior from whom assignments are received in broad outline form; work is reviewed through consultation with a superior concerning objectives, results obtained and conformance to provisions of law and rules, established policies and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, coordinate and direct the work of a large staff engaged in a variety of tax processing services.

To be responsible for the registration of taxpayers for various taxes administered by the division.

To be responsible for the processing of tax returns from the initial receipt by mail or in person to the recording of the relevant data in the appropriate files.

To be responsible for the processing of the data involved in a variety of large tax systems such as personal income tax, employers' withholding tax, employment taxes, alcoholic beverage taxes, sale and use taxes, and business corporation tax.

To insure the maintenance and functioning of both manual and automated data systems.

To review the processing systems and make recommendations for increasing their efficiency and effectiveness.

To be responsible for the accounting for receipts and disbursements of funds in accordance with state laws and regulations, and for the maintenance of the necessary records to show the receipt and disbursement of these funds.

To cause various reports regarding processing services to be prepared for the information of and review by superiors.

To coordinate the tax processing services with the other tax functions and with appropriate state and private agencies.

To supervise the mail, cashier and information functions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the state tax laws and policies, rules and regulations utilized in their administration, and the ability to apply such knowledge in the supervision of various tax processing systems; a working knowledge of the capabilities, programming techniques and intricacies of the general purpose digital computer and peripheral equipment as applied to the processing of tax information and the ability to apply such knowledge in the processing of tax data and in the design, development and improvement of tax processing systems; a

working knowledge of the principles, practices and techniques of accounting and the ability to apply such knowledge in the supervision and coordination of the accounting for the receipt and disbursement of funds in accordance with state laws and regulations; the ability to prepare reports detailing progress and recommendations for system improvement; the ability to establish and maintain effective working relationships with subordinates and officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and

Experience: Such as may have been gained through: employment in a highly responsible supervisory position specializing in manual and automated accounting systems and including the design, development and improvement of such systems.

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

Class Revised: November 19, 2000

Editorial Review: 3-15-2003