

CLASS TITLE: COLLECTION SUPERVISOR (DLT)

Class Code: 02686700
Pay Grade: 28A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for supervising the work of a professional and clerical staff engaged in the performance of tax collection and investigative activities under the Employment Security and Temporary Disability Insurance Acts; and to do related work as required.

SUPERVISION RECEIVED: Works under general supervision with wide latitude to exercise independent judgement; work is subject to review to ensure conformance to laws, regulations, policies, procedures and objectives.

SUPERVISION EXERCISED: Plans, organizes, monitors and reviews the work of a professional and clerical staff engaged in tax collection and investigative activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise the collection of delinquent tax returns including the examination of payroll records to ascertain tax liability under the Employment Security Act.

To coordinate all activities relating to the filing and discharge of tax liens statewide.

To plan, organize and coordinate the collection of delinquent taxes (accounts receivable) owed the department.

To coordinate the collection of unemployment insurance tax owed to other states in accordance with the existing interstate reciprocal collection agreement.

To supervise investigations relative to tax liens statewide; to prepare necessary documents for recording with custodians of land evidence records.

To coordinate the clearance of liquor license transfers and renewals with Division of Taxation.

To conduct show cause hearings under the revocation provisions of the Employment Security, Temporary Disability Insurance and Job training Partnership Acts.

To supervise the preparation and submittal of partial payment agreements for the repayment of delinquent taxes.

To train staff members in the use of computerized collection techniques.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the tax laws administered by the Department of Labor and Training; a thorough knowledge of the principles and practices of accounting and finance; a thorough knowledge of methods applied to the collection of delinquent funds; a working knowledge of computerized accounting systems and techniques; the ability to organize, plan and instruct subordinates in the use of collection methods and government agencies; the ability to read and comprehend complex audit reports; the ability to apply laws pertinent to the payment of tax liens; 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 specialization in Accounting, Business or Public Administration, or Finance; and

Experience: Such as may have been gained through: employment in a supervisory position responsible for the examination of financial records and the collection of delinquent accounts.

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

Class Revised: August 25, 1991

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