

CLASS TITLE: MANAGING REVENUE OFFICER

Class Code: 02686800
Pay Grade: 34A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To assist in managing, directing and supervising the special field investigative and office collection activities of a staff engaged in collecting delinquent accounts through bankruptcy/receivership proofs of claim or from estates of decedents; to conduct reviews of all matters prior to forwarding for court action, hearing or legal opinion; to review offers in compromise; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgment; work is subject only to occasional review, but at time may be reviewed for results obtained and conformance to laws, regulations and procedures for the proper collection of taxes.

SUPERVISION EXERCISED: Manages, directs and supervises the work of a large staff engaged in special field and office collection activities of a wide variety of state taxes.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in managing, directing and supervising the special field investigative and tax collection activities of a large staff engaged in collecting delinquent accounts and the securing of delinquent returns for a wide variety of taxes administered by the Tax Administrator.

To assist a superior in managing collection matters involving bankruptcies/receiverships, estates of decedents and matters of good standing to operate a business activity or to operate or register a motor vehicle.

To analyze and review all matters prior to forwarding for court action, hearing or legal opinion, and make recommendations to a superior concerning them.

To assist a superior in reviewing and analyzing all offers in compromise.

To be responsible for recommending the approval or disapproval of: installment part payment agreements, write-off of taxes as uncollectible, offset actions against funds due the taxpayer by any state department or agency; offset actions involving taxpayer initiated suits against any agency of the Rhode Island State Government; acceptance of surety bonds or other collateral or escrow agreements; service of summonses or the recommendation of distraint legal action against the taxpayer's property – real or personal; and the filing of liens.

To examine the issues and resolve difficult and complex collection cases.

To study new laws, procedures, directives, and policies and plans for the effective implementation of collection functions through organization of personnel and operations, and development of procedures.

To plan and establish a breakdown of case assignments for work distribution purposes, and recommend and define delegations of authority within prescribed procedures; to establish procedures and plans for periodic verification of assigned cases.

To plan for effective work flow and maximum utilization of staff in anticipation of peak periods in receipt of cases, and establish goals to accomplish objectives and plans for economical use of travel funds.

To serve as a principal advisor to a collections superior on all collection matters.

To plan and/or execute formal and informal training programs for new and existing collections personnel.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A thorough knowledge of the pertinent provisions of the State's tax laws, rules and regulations dealing with taxpayer liability and tax payment, and the ability to apply this knowledge in planning, organizing and supervising the work of a large staff engaged in a wide variety of tax collection activities; a thorough knowledge of property rights and the ability to apply said knowledge in seeking liens on property for tax collection purposes; a thorough knowledge of the state and federal insolvency laws and proceedings; the ability to handle the most complex and difficult tax collection matters and determinations including those which involve legal matters; the ability to meet with delinquent taxpayers or their representatives and clarify amounts due and make adequate arrangements for payment; the ability to assist superiors in the development of policies, rules and regulations necessary for the proper collection of taxes; the ability to establish and maintain effective working relations with delinquent taxpayers or their representatives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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

Experience: Such as may have been gained through: considerable employment in a governmental or private agency involved in the application of tax laws or the enforcement of laws under which Rhode Island taxes are assessed and collected.

SPECIAL REQUIREMENTS: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment; and at the time of appointment, must possess a valid Rhode Island Driver's license and must maintain such licensure as a condition of employment.

Class Created: November 12, 2005