

**CLASS TITLE: PRINCIPAL PUBLIC SERVICE
CORPORATIONS TAX SPECIALIST**

Class Code: 02640700

Pay Grade: 27A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for administering the public service corporation tax, including the annual assessment and levy of the tangible personal property tax on telegraph, cable, telecommunications corporations and express corporations doing business within the State of Rhode Island; to initiate distribution of the tax proceeds to the various cities and towns; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed usually upon completion for results obtained and conformance with state statutes.

SUPERVISION EXERCISED: Plans, organizes, reviews and directs the work of technical staff involved in personal property assessment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To prepare declaration forms for distribution to public service corporations doing business in Rhode Island.

Upon submission of completed declaration form, to determine the net book value and total assessed value of property owned by each corporation's tax levy.

To collect data to determine the average property tax rate and the average assessment ratio to be use during the current tax year.

To certify the average property tax rate and average assessment ration and the amount of tax due from each public service corporation to the State Tax Administrator.

To determine tax proceeds to each city and town, and prepare proper vouchers for distribution of the tax proceeds.

To verify the asset information as reported on the annual declaration forms by means of field investigations to the locations of the physical assets of the corporations.

To classify assets in accordance with prescribed classification codes as used by each corporation and the Rhode Island Public Utilities Commission.

To monitor new acquisitions, retirements, and construction in progress to insure that all assets of each corporation are reported on an annual basis.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the operations of public service corporations, including depreciation methods used and classification of assets; the ability to review and establish sound record management procedures; the ability to review financial reports and to prepare reports based upon information submitted by public corporations; the ability to establish effective working relationships with superiors and representatives of public service corporations; the ability to plan and supervise the work of others; 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 Public Administration, Business Management, or a closely field; and

Experience: Such as may have been gained through: employment in a responsible position requiring the collections and review of financial data and records.

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

Class Created: April 26, 1987

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