

**BUSINESS TAX SERVICE SPECIALIST II****NATURE OF WORK IN THIS CLASS:**

This is technical work involving the enforcement and administration of the gross receipts tax, use tax, hotel occupancy tax and related local taxes.

Employees in this class perform complex technical duties and assist the branch supervisor in the administration of the program, including leading and providing technical guidance to lower level specialists.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Assists branch supervisor in the preparation of periodic reports and special studies, collection and analysis of statistical data, and in providing technical guidance to lower level specialists.

Explains to the general public the filing requirements and applications of the local tax laws and regulations covering the various businesses and non-profit organizations.

Assists supervisor in the preparation of work procedures manual, program information booklets, and other program materials and guidelines for the use of the taxpaying public and employees.

Processes tax returns filed, insuring proper completion of the returns and the accuracy of the deductions and exemptions reported; recomputes tax liability and advises taxpayers of any additional tax assessment and of any penalty and interest charges in accordance with established procedures.

Participates as an instructor in program workshops.

May appear before groups and organizations to explain and provide information on business tax laws, regulations and other program guidelines.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of tax laws under the enforcement purview of the Business Privilege Tax Branch of the Department of Revenue and Tax.

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Knowledge of common business practices.

Knowledge of standard office practice.

Ability to lead and provide technical guidance to lower level specialists.

Ability to interpret and apply pertinent tax laws, regulations, policies and other program guidelines.

Ability to analyze problems and recommend solutions.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain confidential information.

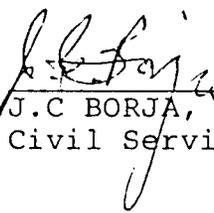
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in the technical processing and enforcement of local or income tax returns and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 29

  
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J.C BORJA, Executive Director  
Civil Service Commission