

## DEPUTY COMMISSIONER OF REVENUE AND TAXATION

NATURE OF WORK IN THIS CLASS:

Administers the Territory's revenue and taxation programs and activities involved in the processing, auditing and collection of income tax and business privilege tax; property tax assessment and collection and criminal investigation relative to violations of tax statutes under the jurisdiction of the Department of Revenue and Taxation.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned.)

Plans, directs and controls the functions and procedures necessary to enforce all civil, criminal, and property tax laws and regulations of the Territory under the jurisdiction of the Department of Revenue and Taxation.

Directs the management of the programs and activities of the divisions engaged in the processing, auditing and collection of income tax and business privilege tax; property tax assessment and collection;

Promulgates tax regulations; furnishes technical advice on tax matters; issues tax rulings; reviews tax legislative changes or initiates tax proposals and furnishes technical and/or legal advice to responsible officials as to the effect of tax law changes.

Represents the Director in meetings and conferences with local and federal government officials, business organizations and the general public relative to tax issues and laws.

Consults with taxpayers, lawyers, certified public accountants and other professionals on the interpretation and determination of the application of statutes and regulations in unusual and complicated tax problems and the criminal investigation relative to violations of tax statutes.

Directs the revenue projections and trends and other special studies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Knowledge of tax laws and the legal aspects of enforcing tax laws.

Knowledge of the principles and practices of accounting and auditing.

Knowledge of criminal investigative methods and procedures.

Knowledge of modern business practices and techniques.

Ability to administer a territory-wide tax collection and enforcement program.

Ability to develop and implement effective tax administration methods and procedures.

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

Ability to make work decisions in accordance with program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(A) Five years of supervisory experience above the first line level in tax administration work, and graduation from a recognized college or university with a Bachelor's degree in accounting, business administration or related field, including or supplemented by 18 semester hours in intermediate/advance accounting, auditing and income tax subjects; or

(B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director  
Civil Service Commission