

TAX EXAMINATION SUPERVISOR**NATURE OF WORK IN THIS CLASS:**

This is complex supervisory and professional tax work involved in the administration of the programs and activities of the Tax Audit Branch of the Department of Revenue and Taxation.

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

Administers the office and field tax audit and appeal programs and activities of the Tax Audit Branch.

Reviews completed audits for quality and development of cases; holds conferences with subordinates and makes decisions for the application of laws and regulations to particular circumstances.

Issues guidelines on procedural matters or directives involving any new changes in the tax laws or court decisions.

Acts as Chief Conferee on disputed cases involving highly technical issues.

Refers suspected fraud cases to the Intelligence Division.

Assists the Office of the Attorney General in preparing tax cases under litigation, providing detail explanation of all the disputed issues and the law supporting the government's position.

Assists in the issuance of tax rulings requested by taxpayers on issues involving the application and interpretation of tax laws.

Supervises the preparation of reports and maintenance of records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of management.

Knowledge of the principles and practices of accounting and auditing.

Knowledge of income tax laws relating to individuals, proprietorships, partnerships and corporations and the records needed for preparation of the returns.

Knowledge of common business practices and recordkeeping.

Tax Examination Supervisor

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Ability to supervise the work of others.

Ability to interpret and apply tax laws, regulations, court decisions and other program guidelines.

Ability to analyze and interpret financial statements, legal documents and related papers with respect to tax matters.

Ability to make work decisions in accordance with program guidelines.

Ability to evaluate auditing effectiveness and initiate and recommend changes in policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in tax auditing techniques.

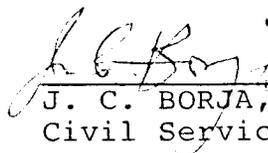
MINIMUM EXPERIENCE AND TRAINING:

- a) Six years of experience in tax audit work, including two years as a Revenue Agent IV or equivalent 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 of intermediate/advance level accounting subjects; or
- b) One year of experience as a Tax Conferee or equivalent 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 level accounting tax subjects; or
- c) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1980

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PAY RANGE: 42



J. C. BORJA, Executive Director
Civil Service Commission