

BUSINESS TAX SERVICE SUPERVISOR**NATURE OF WORK IN THIS CLASS:**

This is supervisory and technical work in the enforcement and administration of local taxes under the purview of the Business Privilege Tax Section of the Department of Revenue and Taxation.

The employee in this class plans and administers the programs and activities of the Business Privilege Tax Section.

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

Plans and directs the receipt, collection and processing of all tax returns, forms, documents and other matters related to the business privilege tax, use tax, hotel occupancy tax and other related local taxes.

Keeps subordinates informed of changes in tax laws and regulations; interprets and explains tax laws, regulations, policies and other program guidelines.

Participates in reviewing proposed revisions to laws, rules, regulations and policies and submits comments and suggestions.

Evaluates operating procedures and program effectiveness and recommends/initiates changes to enhance operation; devices forms, report formats and other means to facilitate the work of the section.

Resolves minor personnel problems and grievances; participates in establishment of performance standards; recommends personnel actions; evaluates work performance of subordinates; counsels subordinates.

Participates in ascertaining training needs; participates in serving as training instructor; recommends instructional help from other sources.

Provides information, advice or assistance to taxpayers and the general public on the local tax laws, policies and regulations.

Maintains records and prepares reports.

Performs related duties as required.

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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 Taxation.

Knowledge of common business practices.

Knowledge of management principles and practices.

Knowledge of data retrieval system related to automatic data processing.

Knowledge of standard office practice.

Ability to develop and supervise program activities and employees.

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

Ability to analyze problems and recommend solutions.

Ability to evaluate operational effectiveness and recommend and implement appropriate changes to enhance program.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees and the public.

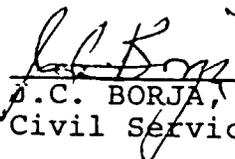
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Five 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: 34


P.C. BORJA, Executive Director
Civil Service Commission