

TAX ENFORCEMENT PROGRAMS ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Plans and directs the administration of the tax collection, examination, and investigation programs and activities of the Department of Revenue and Tax.

ILLUSTRATIVE EXAMPLES OF WORK: (The examples listed do not include all the duties which may be performed.)

Directs the administration of the programs and activities of the Delinquent Accounts and Returns Branch, Tax Examination Branch, and Criminal Investigation Branch involving the collection of taxes and enforcement of income and business privilege tax laws under the jurisdiction of the Department of Revenue and Tax.

Formulates program policies and procedures and resolves major policy and administrative questions; explains tax laws, rules, regulations, and interpretations and applications of tax laws to employees and the public.

Consults with taxpayers, lawyers, certified public accountants and other professionals on the interpretation and determination of the application of laws and regulations on unusual and complicated tax issues.

Directs the investigation of cases suspected of fraud and other investigation functions of the Tax Audit Branch and Criminal Investigation Branch.

Assists the Deputy Tax Commissioner in formulating rulings and decisions involving unusual and complicated tax issues.

Supervises the preparation of revenue projections and other reports.

Assists the Attorney General's Office in the preparation of tax cases to be litigated in court; testifies in court as an expert witness for the government.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of management.

Knowledge of the income and business privilege tax laws.

Knowledge of the techniques and practices of tax investigation.

Knowledge of criminal and/or civil rules of evidence.

Knowledge of the principles and practices of accounting.

Ability to administer the criminal tax investigation functions of the Department.

Ability to administer the tax collection and enforcement programs under the jurisdiction of the Department.

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

Ability to make work decisions in accordance with program guidelines.

Ability to evaluate program effectiveness and initiate and implement 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.

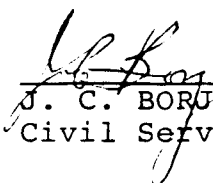
MINIMUM EXPERIENCE AND TRAINING:

- a) Four years of experience in tax examination or investigation work, including two years of experience as a Revenue Agent IV, Tax Appeals Officer, Tax Investigator II or equivalent work; two years of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in accounting, business administration or related fields, including or supplemented by 18 semester hours of intermediate/advance accounting, auditing and/or 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.

Pay Range: 47

Established: October, 1984

Pay Grade P Step 1: \$36,850 - Step 10: \$55,274



J. C. BORJA, Executive Director,
Civil Service Commission