

## DEPUTY COMMISSIONER OF THE REVENUE III

GRADE 24

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs difficult skilled clerical work assisting in the operation of the Office of the Commissioner of the Revenue; does related work as required. Work is performed under general supervision. Limited supervision is exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Supervising and assisting with state income, real estate, personal property and business license taxes and the general operation of the Commissioner of the Revenue's office; preparing and maintaining files and records; assisting the public.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in interpreting, applying and ensuring compliance with all applicable codes, ordinances, laws, rules, regulations, standards, policies and procedures; applies ordinance changes to department operations; initiates any actions necessary to correct deviations or violations.
- Performs the duties of a Deputy Commissioner of the Revenue I and II; provides customer service; provides assistance and information related to business licenses, personal property, business personal property, property assessments, required documentation, procedures, forms, fees, or other issues; provides information regarding assessment methods for vehicle, moves into or out of county, and high mileage adjustments; registers vehicles for taxpayers; responds to complaints and questions; assists with more complex issues; researches problems and initiates resolutions.
- Updates office procedural manual; compiles/prepares workload indicators, statistical data, and budgetary data for Commissioner; composes and updates various form letters; reviews taxpayer documentation and types correspondence to taxpayers.
- Downloads names/addresses from mainframe computer to personal computer for generation of form letters; prints mass mailing form letters.
- Processes abatements and exonerations for current/prior year taxes as appropriate; determines whether to abate/exonerate tax bills; abates all sold information and high mileage adjustments to computer system and forwards copies to taxpayers; submits exoneration/abatement data electronically to taxing office.
- Reviews PPTRA reports to identify lease vehicles qualifying for personal property tax relief; exonerates vehicles which were not qualified; enters appropriate vehicle codes in computer records to initiate refunds.
- Prepares documentation for court cases; presents documentation to County Attorney's office.
- Performs supervisory duties of Deputy Commissioner of the Revenue IV in absence of same; provides direction, guidance and assistance to employees; provides training as needed; coordinates daily work activities; organizes, prioritizes, assigns and monitors status of work; inspects completed work and troubleshoots problem situations.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of general laws and administration of policies governing real and personal property; thorough knowledge of modern office practices and of standard office and accounting equipment, including computer equipment; ability to plan and supervise the work of subordinates; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by course work in accounting, property appraisal or related field and considerable experience in local real or personal property tax work.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.