



CLASS SPECIFICATION FOR:

Tax Auditor Supervisor

General Statement of Duties:

Supervises staff with responsibilities for assessing vehicle license and personal property for local tax purposes, auditing compliance with the Commonwealth's Personal Property Tax Relief legislation, processing real estate tax relief program applications; preparing State Income tax returns; audits staff's work for accuracy and compliance; does related work as required.

Distinguishing Features of Class:

The incumbent is responsible for supervising and training the personal property audit staff to properly assess vehicles for both vehicle license fees and personal property taxes. Reviews and approves real estate tax relief applications submitted by the elderly and disabled. Oversees the preparation of State Income tax returns. The incumbent receives general supervision from and renders assistance to the Vehicle Section Manager in handling various administrative functions such as activity reports and presentations and may serve in an acting capacity during the Manager's absence. The incumbent is also responsible for assisting in the development and maintenance of the computer system within the section. This work involves extensive public contact. The incumbent must demonstrate an extensive knowledge of the appropriate State and County codes, and effectively communicate technical information to the general public.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises the day-to-day activities of staff, assigning and reviewing work to verify accuracy and approving the work of and recommendations made by staff;
- Interviews, selects, trains, develops, supervises and evaluates Tax Auditors;
- Audits complex vehicle personal property accounts to determine taxability, which requires a comprehensive knowledge of the relevant laws and procedures;
- Reviews and approves real estate tax relief applicants submitted by the public based on criteria specified in the County Code;
- Oversees the preparation of State Income tax returns;
- Participates in the development and maintenance of the computer system within the section;
- Processes vehicle license and personal property returns, and ensures compliance with these tax regulations;
- Reviews and audits various computer print-outs and either renders approval or takes corrective action;
- Conducts on-site inspections as needed;
- Assists the Vehicle Section Manager in coordinating and executing such administrative functions as activity reports, payroll, presentations, staffing schedules, etc.;
- Serves as a working supervisor as performing complex duties related to vehicle personal property returns and assessment, auditing accounts, real estate tax relief (REAP) applications and determinations, and ensuring compliance with relevant laws and procedures;
- Researches, handles, resolves and responds to a wide variety of highly technical, complex, sensitive and/or confidential inquiries and concerns posed by taxpayers, accountants, or attorneys;
- Meets with taxpayers on valuation issues and settles disputes;
- Approves on-line exonerations and ensures adequate documentation has been submitted;
- Handles special projects and assists Vehicle Section Manager with reports and other duties as assigned;
- May serve in an acting capacity during the Vehicle Section Manager's absence;
- Maintains a comprehensive knowledge and understanding of relevant policies, regulations, laws and court cases related to personal property tax assessment and relief, real estate tax relief, and income tax preparation;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive working knowledge of the modern principles and practices of general accounting; comprehensive knowledge and accurate understanding of the methods of personal property valuation and of relevant regulatory codes, laws and legal actions (e.g., court opinions) governing personal property valuations and assessments; comprehensive knowledge and



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accurate understanding of relevant laws and codes governing real estate tax assistance and relief; thorough working knowledge of auditing principles and practices with the ability to accurately identify and analyze factors that may influence the value of property with demonstrated ability to exercise sound judgment in the determination of property values; considerable knowledge of income tax preparation; excellent math and computational skills; sound working knowledge of data collection and management principles and practices; professional integrity; excellent organization skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks accurately and in accordance with applicable laws, policies, requirements and deadlines; ability maintain the integrity of confidential and/or time sensitive documents and processes, many of which must meet generally accepted accounting standards; ability to multitask and effectively manage competing priorities and make sound decisions; ability to read, and consistently comprehend, interpret, apply and communicate complex policies, regulations and requirements accurately; excellent political astuteness; excellent critical thinking and problem solving skills with the demonstrated ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures; ability to collect, research, verify, maintain and manage data accurately in various systems inherent to assigned duties; sound professional judgement with demonstrated ability to consider and weigh a variety of complex interrelated relevant factors and make accurate decisions or recommendations; ability to synthesize multiple types of data and make accurate appropriate determinations and recommendations; strong computer skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; ability to systematically compile and analyze data and provide detailed documentation and reports; good supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; visual and hearing acuity sufficient to enable effective interactions and data collection; excellent written and verbal communication skills with the ability to interact professionally with a diverse audience of taxpayers and other persons and to establish and maintain effective working relationships; ability to express ideas clearly and concisely, orally and in writing; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with citizens and applicants, colleagues, department staff, and other relevant stakeholders; personal accountability including teamwork and establishing and maintaining positive relationships the public and colleagues; excellent customer service and interpersonal skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all citizens and other stakeholders presenting with varying levels of understanding and needs in order to appropriately address requests and inquiries; tact; and courtesy. Must be able to positively and appropriately represent the County customers and other stakeholders. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

- Education: Four (4) year degree in business administration, accounting, finance or other related field preferred;
 - Experience: Four years of progressively more responsible and complex work experience preparing, processing and auditing personal property tax assessments, state tax preparations and real estate tax relief; previous supervisory experience preferred;
- OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Relevant professional designation (e.g. Deputy Commissioner of the Revenue, Personal Property Specialist)
- Successful completion of an approved tax preparation course.
- Valid driver's license to perform assigned duties at various locations.