



CLASS SPECIFICATION FOR:

Tax Auditor I

General Statement of Duties:

Performs routine field and office duties in connection with the assessment of vehicle license fees and personal property taxes; audits and processes both real estate tax relief applications and vehicle personal property returns; prepares State income tax returns for the public; does related work as required.

Distinguishing Features of Class:

This work involves extensive public contact involving the assessment of both vehicle license fees and personal property taxes and ensuring compliance with the Commonwealth's Personal Property Tax Relief legislation. Audits and processes real estate tax relief applications submitted by the elderly and disabled. Prepares State income tax returns for the general public using various software packages. Work is performed under the general supervision of a Tax Auditor Supervisor. Instructions are given for special assignments. Resolves routine questions and issues independently in accordance with well established guidelines and regulations and appropriately refers unusual problems or questions to the supervisor.

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

- Handles vehicle personal property returns for citizens coming into the office;
- Audits routine vehicle personal property accounts to determine appropriate assessment and compliance with relevant laws and procedures;
- Processes less complex real estate tax relief applications and reviews supporting documentation;
- Prepares routine State income tax returns;
- Researches and responds to general inquiries posed by taxpayers;
- Initiates on-line exonerations and makes approved corrections to system as assigned;
- Audits State income tax returns for discrepancies in personal property reported;
- Follows required procedures and maintains all related and required records as assigned;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Good knowledge of the modern principles and practices of general accounting; good knowledge 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; good knowledge of relevant laws and codes governing real estate tax assistance and relief; understanding of auditing principles and practices with the ability to identify and analyze factors which tend to influence the value of property and demonstrated ability to exercise sound judgment in the determination of property values; good knowledge of income tax preparation; good math and computational skills; some 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 to multi-task while maintaining the integrity of confidential and/or time sensitive documents and processes, many of which must meet generally accepted accounting standards; ability to read, and consistently comprehend, interpret, apply and communicate complex policies, regulations and requirements; sound political astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of routine questions and issues within established policies, guidelines, requirements and procedures accurately; ability to collect, research, verify, enter and maintain data accurately in various systems inherent to assigned duties; sound professional judgement with demonstrated ability to consider and weigh a variety of 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; visual and hearing acuity sufficient to enable effective interactions and data collection; good 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



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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: Prefer previous relevant experience in accounting, tax auditing or other relevant experience;

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.

- Successful completion of an approved tax preparation course.
- Valid driver's license to perform assigned duties at various locations.