



CLASS SPECIFICATION FOR:

Tax Auditor II

General Statement of Duties:

Performs routine and more complex 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 is the second level in an approved career development series. Work involves extensive public contact involving the assessment, research and resolution of issues, and auditing of both vehicle license fees and personal property taxes to ensure accuracy and compliance with the Commonwealth's Personal Property Tax Relief legislation. Audits and processes routine and more complex real estate tax relief applications submitted by the elderly and disabled. Prepares routine and more complex State income tax returns for the general public using various software packages. Work is performed independently under the general supervision of a Tax Auditor Supervisor. Instructions are given for special assignments. Researches and resolves, or recommends resolution, of a wide variety of problems or questions with unusual or sensitive issues referred to the supervisor.

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

- Handles routine and more complex vehicle personal property returns for citizens coming into the office;
- Audits routine and more complex vehicle personal property accounts to determine appropriate assessment and compliance with relevant laws and procedures;
- Processes routine and more complex real estate tax relief applications and reviews supporting documentation;
- Prepares routine and more complex State income tax returns;
- Researches and responds to a wide variety of inquiries and concerns posed by taxpayers;
- Initiates on-line exonerations and makes corrections to system when appropriate;
- Processes miscellaneous taxes and audits various computer reports for accuracy;
- Audits State income tax returns for discrepancies in personal property reported;
- Follows required procedures and creates and maintains necessary records as assigned;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Broad working knowledge of the modern principles and practices of general accounting; broad 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; broad knowledge and accurate understanding of relevant laws and codes governing real estate tax assistance and relief; sound 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 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 accurately; sound political astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures; 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;



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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: Two years of relevant work experience preparing, processing and auditing personal property tax assessments, state tax preparations and real estate tax relief; plus successful completion of three graduate level courses toward a relevant graduate degree or successful completion of three classes toward a relevant professional designation;

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.