



DEPUTY COMMISSIONER II

DEPARTMENT: Commissioner of the Revenue

NATURE OF THE JOB:

Performs responsible and complex clerical and fiscal work assisting citizens with a variety of tax-related matters, including personal property, State income tax and real estate tax. Conducts long-range projects related to the discovery and assessment of taxable personal property. Duties are performed under the general supervision of the Chief Deputy Commissioner of the Revenue.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs all duties of a Deputy I as required.

Reviews tax returns for filing errors. Corresponds with taxpayers as necessary to correct errors.

Sorts and mails State income tax returns and required reports to the State Department of Taxation.

Processes and enters accelerated refunds through the Department of Taxation computer system.

Utilizes extensive knowledge of integrated tax assessment system to research taxpayer accounts and determine most appropriate resolution of issues concerning personal property assessments.

Reviews tenant listings provided by apartment landlords, marinas, mobile home parks, and airports for unregistered personal property.

Receives and processes applications for reduced real estate taxation under County land use program.

Receives and processes applications for real estate exemptions under the County program to benefit elderly and disabled land owners.

Receives and processes applications for personal property exemptions for specially equipped motor vehicles.

Receives and processes applications for personal property exemptions for disabled veterans.

Receives payments with State income tax returns and estimated tax payments. Accounts for money collected, prepares transmittal reports, and ensures that the transmittal balances with the Treasurer's Office.

Receives Business License renewal applications. Prepares applications for entry into County assessment system.

Receives payments for Business License tax, accounts for all funds received, and confirms transmittal balances with Treasurer's Office.

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates telephone, typewriter, computer keyboard, optical scanner, copy machine, and calculator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of State and local statutes regarding personal property taxation.

Thorough knowledge of business English.

Thorough knowledge of office procedures and equipment.

Thorough knowledge of yearly taxation and assessment cycles in relation to the Commissioner of Revenue's Office.

Thorough knowledge of State and local statutes regarding State income taxes.

Thorough knowledge of the Virginia Freedom of Information Act.

Thorough knowledge of Federal statutes affecting taxation of personal property.

Ability to maintain confidentiality of information.

Ability to perform complex mathematical calculations accurately.

Ability to use Windows-based, WordPerfect, and spreadsheet software proficiently.

Ability to access information using the State Department of Taxation and Department of Motor Vehicles information management systems.

Ability to research computer records, files, reference books, and instruction manuals for pertinent information.

Ability to make decisions based on office policies and procedures.

Ability to establish and maintain effective working relationships with County staff and public.

Ability to communicate effectively both orally and in writing.

Ability to set priorities, organize work, and complete tasks quickly and accurately.

Ability to maintain accurate records of funds collected.

Strong customer relations skills, including the ability to work individually with customers to resolve complex and sensitive tax-related issues.

MINIMUM QUALIFICATIONS:

Must have fully met expectations as a Deputy I for a minimum of one year.

Must demonstrate ability to perform the required knowledge, skills, and abilities to perform essential functions of position.

March 2004

deputycomm2.181_021_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Deputy Commissioner II Position Number 181
Department Commissioner of the Revenue Division _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)	Frequency of Manipulation								
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift	✓						✓		
Push/Pull	✓						✓		
Hold/Carry	✓						✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit			✓					✓	
Walk			✓					✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			