



DEPUTY COMMISSIONER III

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 and Deputy II as required.

Meets individually with taxpayers in the preparation of Virginia State Income Tax returns.

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

Assesses tax, penalty, and interest due on State income tax returns. Receives payment and prepares transmittal to Treasurer's Office for deposit into State accounts. Prepares reconciliation reports and month-end and year-end summaries in accordance with State regulations.

Enters tax due return information directly into Department of Taxation computer system.

Processes first voucher for State income tax. Receives payment and prepares transmittal to Treasurer's Office for deposit into State accounts. Prepares reconciliation reports and month-end and year-end summaries in accordance with State regulations.

Utilizes extensive knowledge of Department of Taxation computer system to assist taxpayers in resolving outstanding issues regarding State income tax.

Assesses value of personal property items when value cannot be determined by use of a standard pricing guide.

Corresponds with vehicle leasing companies regarding the location, use, and value of leased vehicles.

Receives and reviews information regarding qualifications of vehicles for tax relief under Personal Property Relief Act of 1998. Processes adjustments and updates accounts as appropriate.

Receives duplicate PPTRA listing from Department of Motor Vehicles, researches items to determine proper allocation of State reimbursement and corresponds with other jurisdictions to ensure compliance with State statutes.

Assists citizens by telephone and in writing concerning questions related to various State and local taxes.

Prepares and reviews information to be transmitted to Circuit Court to obtain order allowing exoneration of personal property taxes for which general statute of limitations has expired.

Assists Treasurer's Office in reconciling accounts which are in delinquent tax collection process.

Assists Commissioner in calculating and processing rollback assessments for real estate withdrawn from land use taxation programs.

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 State statutes regarding State income taxes.

Thorough knowledge of 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 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:

Associates Degree in accounting, taxation, or business, and some experience in the field of taxation, which shall have included experience with computerized records maintenance systems; or any equivalent combination of acceptable education and experience providing the required knowledge, skills, and abilities cited above.

Date: March 2004
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