



CHIEF DEPUTY COMMISSIONER OF REVENUE

DEPARTMENT: Commissioner of the Revenue

NATURE OF THE JOB:

Oversees the timely and accurate performance of complex assessment and business management duties.

Work includes the assessment of all classes of personal property using a full range of principles, methods, and techniques. Work also includes the preparation, review, and processing of individual Virginia income tax returns. Work frequently involves time constraints, which are statutory in nature requiring flexibility in work schedule. Work is performed with a wide latitude for judgement and is reviewed by means of meetings with and reports to the Commissioner of the Revenue.

Serves as the Chief Deputy Commissioner of the Revenue. Supervises supporting personnel. Reports to the Commissioner of the Revenue.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs the duties of Deputy Commissioner, I, II, III, and IV positions as required.

Assists the Commissioner in devising tax programs and operation systems for implementing such programs.

Assists in determining office organizational structure.

Participates in budget formulation, goal setting, and long- and short-range planning.

Makes frequent and immediate decisions on a variety of controversial taxability and assessment questions.

Oversees the daily administrative, accounts support, and assessment functions of the office in conjunction with or in the absence of the Commissioner.

Performs other duties of the Commissioner of the Revenue in his absence.

Supervises daily activities of all Deputy II and Deputy III personnel; provides guidance and training; performs various personnel management functions including employee selection and disciplinary actions. Reviews monthly leave records.

Completes annual performance evaluations and interim performance reviews for all Deputy II and Deputy III personnel.

Assists Commissioner of the Revenue in completing annual performance evaluations of Business License Inspector and Tax Auditor.

Responds directly to citizen concerns both in writing and through telephone and direct conversation regarding various questions of taxation. Meets with taxpayers or their representatives on complex or contested issues.

Utilizes extensive knowledge of integrated assessment system to research taxpayer accounts and determine best resolution of taxpayer concerns.

Prepares petitions to Circuit Court requesting permission to make adjustments to personal property accounts for which statute of limitations has expired.

Processes adjustments according to orders received from Circuit Court and sends memorandum to Clerk of Circuit Court verifying completion of the adjustments.

Serves as primary Security Officer for on-line computer functions for access to Department of Taxation, Department of Motor Vehicles, and Department of Game and Inland Fisheries records.

Provides answers to State and other local offices on assessment and procedural matters.

Assists external auditors by providing information, analysis, and documentation as needed.

Maintains file of transmittals of fund from Citizen Assistance Office. Reconciles subsequent transfers to Treasurer's Office.

Reviews documentation attached to applications for and calculates reduced tax assessments on motor vehicles based upon the condition of the vehicles. Corresponds with taxpayers as necessary to obtain required information.

Maintains database of filers for special assessments of motor vehicles in order to facilitate distribution of annual applications.

Reviews tenant listings from local marinas and airports and annual registration listing from Department of Game and Inland Fisheries for unregistered personal property items.

Assists citizens in completing State income tax forms, checks and reviews tax forms for completeness, math errors, and to ensure that the taxpayer has filed under the status that is to his advantage.

Contacts taxpayers by phone or letter to (get returns corrected) obtain required information and documentation to properly complete returns.

Corrects tax due returns, processes checks and payments reconciling with Treasurer's Office.

Works with data processing department in developing and modifying automated systems.

Coordinates work of the Commissioner of Revenue's Office with other local offices such as Treasurer, budget, and personnel.

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

Maintains inventory of office supplies, places orders with various suppliers, and prepares purchase orders as necessary.

Operates equipment safely and notifies supervisor of any unsafe work conditions or practices.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the statutes and administrative policies governing local taxing and licensing.

Knowledge of accounting and office management principles, practices, and equipment.

Ability to devise goals and objectives and supporting systems, and to direct a large staff including management professionals. Ability to work with taxpayers and their representatives, and other government officials.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with major course work in accounting, business, or public administration, or a similar field, and extensive experience related to the position's duties; or any equivalent combination of training and experience.

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