CLASS TITLE: **Supervisor of Tax Administration**

CHARACTERISTICS OF THE CLASS: Under general direction, supervises the activities of employees engaged in the administration and collection of various municipal tax revenues; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises a subordinate staff engaged in the receipt and review of municipal tax returns for completeness and accuracy; directs, reviews and reconciles the posting of tax return revenues in ledgers; reviews tax return records to identify delinquent tax payers and monitor the collection of delinquent tax return revenues; directs the issuance of delinquency notices to tax payers with unpaid taxes; supervises subordinate staff involved in conducting field investigations of non-registered commercial establishments and the collection of unpaid taxes; conducts research and assists in formulating methods for identifying delinquent and non-registered tax payers; directs subordinate staff in providing assistance to new and non-registered tax payers in completing necessary tax forms and applications; reviews penalties and interest computed by subordinate staff for late and unpaid tax returns; supervises subordinate staff in preparing and providing written information to the public regarding municipal tax ordinances; ensures the prompt processing and distribution of refunds to eligible tax payers; makes recommendations to supervisory staff for improving and modifying existing procedures of processing tax returns; responds to complex and atypical inquiries and complaints from the public regarding various municipal tax ordinances.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible experience in the collection and accounting of revenues and in examining tax records, including two years in a supervisory capacity, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Extensive knowledge of advanced financial record keeping techniques. Considerable knowledge of revenue collection methods and procedures. Good knowledge of municipal tax ordinances.
involved in the collection of revenues and maintenance of tax records. Ability to respond to inquiries and complaints from the public regarding municipal tax ordinances. Ability to apply the principles and procedures of financial record keeping.

Considerable skill in supervising the collection of large revenues. Considerable skill in maintaining complete and accurate tax return records. Skill in the application of basic business principles.

October, 1986