



CLASS SPECIFICATION FOR:

Revenue Assistant Division Director/Vehicles

General Statement of Duties:

Manages the Vehicle Section within the Department of Finance; plans and supervises the work associated with assessing all of the vehicles within the County for both license and personal property taxes and preparation of State Income tax returns; responsible for the administration of the real estate tax relief program; does related work as required.

Distinguishing Features of Class:

The incumbent manages staff within the Department of Finance's Vehicle Section. Coordinates and supervises the work among units responsible for assessing, billing and collecting vehicle personal property taxes, auditing state income tax returns and in carrying out the work of the real estate tax relief program. Administers the real estate tax relief program for the elderly and disabled. Serves as an intermediary with the Department of Taxation. The incumbent also has oversight responsibilities related to the development, maintenance and upgrading of the computer system within the section. Demonstrates comprehensive knowledge of managerial theory and practice, in addition to appropriate State and County codes or regulations and their application. The incumbent receives policy guidance and general supervision from the Revenue Division Director and may serve in an acting capacity during the director's absence. The incumbent must demonstrate an extensive knowledge of the appropriate State and County codes, and effectively communicate technical information to the general public. This single position class exercises a high level of administrative judgment; major errors in judgment could result in substantial revenue losses to the County. This work involves extensive public contact.

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

- Oversees the work within the Vehicle Section and provides guidance to the supervisory staff;
- Processes vehicle license and personal property returns, as well as real estate tax relief applications, and ensures the County Code regulations for both are properly administered;
- Plans and coordinates administrative functions such as activity reports, presentations, and staffing coverage;
- Oversees the development, maintenance and upgrading of the computer system within the section;
- Counsels the general public on difficult and unusual problems that involve detailed analysis and interpretation of tax laws and regulations;
- Meets with taxpayers on valuation complaints and resolves disputes;
- Makes on-site inspections and conducts field audits;
- Researches highly technical questions and concerns, analyzing and evaluating data, preparing reports and supporting documents and making presentations;
- Approves on-line exonerations and ensures adequate documentation has been submitted;
- Prepares reports and supervises the resolution of unassessed items on the system;
- Assists the Revenue Division Director in researching, preparing, implementing and updating procedures and policies for each phase of the section's work;
- May assume the duties and responsibilities of the Division Director in his/her absence
- Consults with the County Attorney and represents the interests of the County in court when necessary;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of vehicle personal property valuation, regulations and codes and their application; extensive knowledge of the laws and regulations governing State income taxes and income tax preparation; extensive knowledge of relevant laws and codes governing real estate tax assistance and relief and their application; considerable knowledge of courtroom procedures and collection principles/techniques; extensive knowledge of and familiarity with relevant court decisions and legal opinions rendered in regard to vehicle personal property and state income tax codes and regulations; ability to appropriately interpret and apply regulations, codes, court decisions and opinions in a wide variety of unique and complex situations; thorough understanding of auditing principles and practices with the ability to analyze factors which tend to influence the value of property and to exercise sound judgment in the determination of property values; comprehensive knowledge of accounting practices and principles; considerable knowledge of managerial theory and



CLASS SPECIFICATION FOR:

Vehicle Section Manager

practices with proven supervisory skills; excellent oral and written communications skills with the ability to communicate effectively with a diverse audience of taxpayers and citizens; proven leadership and supervisory skills; proven ability to effectively direct people and projects; excellent research skills with the proven ability to collect and organize facts effectively; ability to evaluate and analyze data and to prepare concise and effective reports and presentations; ability to prepare clear and concise communications and reports for diverse audiences; extensive knowledge of and familiarity with automated systems; proven skill in the use of a personal computer and extensive knowledge of and ability to effectively use commonly utilized business software; ability to meet and deal effectively with citizens and taxpayers and to enforce codes and regulations with firmness, tact and impartiality; ability to represent the County in court when necessary.

Minimum Education and Experience:

- Education: Possession of a bachelor's degree in accounting, business administration, economics, finance or other related field; and either a graduate degree in a relevant field or a current relevant professional designation (i.e., Certified Public Accountant, Deputy Commissioner of the Revenue, Personal Property Specialist);
- Experience: Five (5) years of professional accounting or auditing experience or other relevant work experience, including two (2) years in a supervisory capacity;
- 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.
- Successful completion of an approved tax preparation course.
- Possession of a valid driver's license issued by the State of Virginia.

G.B.A.0042

Career Code:

Date of last Revision: 01-Jan-2011