

COMMISSIONER OF THE REVENUE
DEPUTY III
Pulaski County

Department: Commissioner of the Revenue

Reports to: Commissioner of the Revenue

Supervision Exercised: None

Supervision Received: Work is performed under regular supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full Time

Work Hours: Monday thru Friday, 8:30 a.m. until 5:00 p.m.

ESSENTIAL FUNCTIONS: Position will perform complex professional work in the analysis and auditing of real and personal property tax records. Work involves researching, interpreting and applying state and local tax codes; conducting research and special projects as assigned; assisting with inquiries and issuing related information. Employee must exercise courtesy and discretion when communicating with citizens, external agencies as well as county and town staff. Employee must be able to communicate effectively both orally and in writing. Will perform a variety of administrative support duties related to operations of the Office of the Commissioner of the Revenue.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Position also requires a credit check and a valid Virginia Driver's License.

RESPONSIBILITIES:

- Research, analyze, compile, and compare relevant data to ensure property assessment correctness
- Research state and federal registration agencies to ascertain property and the owner thereof for local property assessment purposes
- Communicates directly with other state and local offices to ensure proper assessment of property
- Performs internal and external discovery methods including field work and desk audits to ensure proper assessment of property

- Assesses/Determines value of property subject to taxation using criteria established by Code of Virginia
- Applies the tax rate as established by the governing body to generate tax due
- Performs data entry, analyzes data, researches, organizes, compiles, calculates and compares relevant data using a variety of computer software
- Make assessment determinations on non-formal appeals based on evidence
- Prepares supplemental assessments, exonerations, adjustments and refund requests
- Prepares and maintains real and personal property tax records
- Generates/Reconciles/Balances daily, monthly and annual reports
- Audits data for accuracy prior to the closing of the annual personal property tax assessment book
- Advises and informs taxpayers of local and state tax rules and regulations
- Works collaboratively with office staff, county/town offices, and external agencies in matters regarding taxation
- Coordinates the management of Deputy I day-to-day duties
- Maintains confidentiality of taxpayer information
- Maintains a knowledge of county/state and office policies and procedures
- Maintains compliance with county and state tax codes
- Performs other related job duties as assigned

KNOWLEDGE SKILLS AND ABILITIES:

- General knowledge of laws and administration of policies governing real and personal property
- Thorough knowledge and experience in office procedures and operation of all basic equipment including computer equipment
- Ability to prepare and maintain detailed financial records and reports
- Ability to make arithmetical calculations quickly and accurately
- Ability to establish and maintain effective working relationships with County and Town officials, associates and the general public

ADA REQUIREMENTS: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds). Must be able to operate office and computer equipment. Must be able to endure extended periods of time at keyboard or workstation. Pulaski County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pulaski County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EDUCATION AND EXPERIENCE: : Any combination of education and experience equivalent to a high school graduation supplemented by 1-3 years experience of financial records management and data analysis.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities as required by the Commissioner of the Revenue
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive and indicates the general nature and level of work performance by the employee within this classification. The omission of specific duties, responsibilities, and qualifications does not exclude them from the position if determined necessary of employees assigned to this job. An employee will also perform other reasonably related job responsibilities as assigned by the Commissioner of the Revenue. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

The employee is expected to adhere to all County/Constitutional Office policies and to acted as a role model in the adherence to the policies.

I have read and understand this explanation and job description:

Employee: _____

Date: _____