

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV33115
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
Workers Comp Code:	8803		

Job Code Established:	12/27/84	Effective Date:	
Job Code Revised:	01/01/96	Effective Date:	

JOB CODE SERIES: Revenue Audit Series

JOB CODE TITLE: REVENUE FIELD AUDIT SUPERVISOR I

HRIS TITLE: REVENUE FIELD AUDIT SPV I

WORK DESCRIPTION: First line supervisor of a staff performing field audits of the financial records of intra-and interstate businesses to determine tax liabilities involving one or several of the State's taxes (income, withholding, sales, use, or fuel); plans, schedules, assigns, reviews and evaluates all work activities and assignments.

WORK ACTIVITIES: directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks.

Attends work team staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making.

Composes manual of policies and procedures for a work unit, based on established guidelines and directives.

Inspects and examines tax returns; makes determinations and recommends returns for tax audits. Prepares documentation and initiates contact with taxpayers whose returns are to be audited, assigns audits to field auditors.

Reviews taxpayer problems and questions concerning tax calculations, inconsistencies in reported information, interpretation of statutes or regulations; exercises judgment and discretion; resolves problems, makes determinations.

Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation.

Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information.

Compiles information for and writes periodic reports on activities of a work unit.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.

At level of first-line supervisor, interviews prospective applicants for positions in work unit, recommends personnel action.

Counsels employees in matters relating to their employment in the agency.

Conducts and participates in in-service training and staff development programs for regularly employed staff.

Testifies in court or in formal hearings as an expert witness.

Performs related work as required.

WORK CONDITIONS: Occasional travel with overnight stays.

SUPERVISION: Works under general supervision of a Revenue Field Audit Supervisor II or Revenue Field Audit Manager

WORK RESULTS/PRODUCTS: An efficiently functioning unit; all audits and tax assessments completed.

RESPONSIBILITY: For assuring that all work activities and products of the unit are completed in a timely, accurate and professional manner; for provision of training to staff; for attending tax hearings to testify in defense of agency's position.

AUTHORITY: To review, select and assign work to staff; to review, evaluate and approve completed work; to interview and recommend new hires and to apply disciplinary actions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Managerial practices and supervisory techniques; Federal and State laws, rules and regulations as they pertain to income, sales, use or fuel taxes; Principles and practices of auditing and accounting; Computerized products used in auditing and accounting systems and processes; Policies and procedures established for the work system.

Skills/Ability of : Work management and leadership; Applying auditing and accounting methods and techniques; Applying and interpreting Federal and State laws as they pertain to income, sales, use, or fuel taxes; Using computerized products in accomplishing audits; Applying and interpreting policies and procedures established for the work system; Mathematical computation; Oral and written communication; Interpersonal relationships.