



COUNTY OF YORK JOB DESCRIPTION
Chief Deputy Commissioner of the Revenue
Commissioner of the Revenue's Office

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
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GENERAL STATEMENT OF JOB

Performs responsible administrative and supervisory work in the Commissioner of the Revenue's Office. Participates in planning, organizing and directing an effective and comprehensive assessment program for the County, as well as overseeing all daily operations of the office. Supervises administrative and fiscal personnel, and the office records management & document imaging process. Also responsible for overseeing and reviewing the processing of State tax returns. Prepares various statistical reports, revenue projections, data analysis, and participates in the planning, production and submission of annual budget recommendations. Assists the Commissioner in overseeing and directing departmental operations, monitoring of mainframe computer program processes and efficiencies; acts as the Commissioner in that person's absence. Work is performed under minimal supervision.

DISTINGUISHING FEATURES OF THE POSITION

The incumbent must be available to work flexible hours, extended hours, and some weekends during deadlines and extremely busy times.

ESSENTIAL JOB FUNCTIONS

Assists the Commissioner of the Revenue in planning and developing a comprehensive and efficient assessment program for the County, including supervision of administrative staff of the Commissioner's office; assists the Commissioner of the Revenue with new hire interviews, selections; conducts performance evaluations; and makes recommendations for disciplinary action or dismissal; assists in preparation of policies and procedures; assists in planning, preparation and submission of annual State and Local budget proposals; performs other duties as needed in the Commissioner's absence.

Responsible for all office procurements; prepares and analyzes all procurement proposals as needed.

Responsible for the planning & monitoring of all office expenditures and encumbrances against budget allowances to ensure compliance with approved allocations.

Responsible for the implementation of internal and external automatic assessment (valuation) programs.

Provides continual monitoring of the Bright & Associate's assessment programs for corrections, revisions, and enhancements; interacts with programmers and stays in constant contact with programmers for current and future enhancements; serves as an active participant in the Assessment Program User Group; provides assistance to other localities in this area.

Monitors weekly, monthly, and annual electronic downloads of information from outside agencies for potential tax assessments in order to cross-match to existing records.

Creates queries of information from tax file, and analyzes the results; continuously reviews computer program processes and efficiencies.

Reviews pricing guides and makes an analysis of the valuation process for each class of property; makes recommendations as a result of examination; prepares annual pricing guides for the Personal Property Section.

Responsible for the annual set-up and maintenance of tax system controls for each module (Personal Property, Income, Real Estate, Public Service, Business License,etc.), and set-up and maintenance of tax rate and assessment tables in the AS400 system.

Supervises and is responsible for periodic tax book processes, tax assessments and exonerations, and vehicle registration fees; coordinates and balances with the Treasurer.

Responsible for timekeeping processes in electronic payroll system, payroll signoffs, and monthly leave reports.

Authorizes and signs abatements; ensures process is completed.

Responsible for maintaining proper staff access to internal and external programs and security levels for all new, existing and terminated staff on multiple computer systems.

Supervises the preparation, organization, updating and assessing business and personal property records; supervises organization, updating and daily, final review of all incoming State income tax returns to prepare them for transmission to the Virginia Department of Taxation; resolves problems as non-routine situations arise.

Monitors new and proposed legislative changes that may effect the County tax base; keeps the Commissioner of the Revenue informed; analyzes tax ramifications and changes needed to the County Code or computer programs; compiles needed reports; prepares recommendations pertaining to office policies and procedures.

Provides oversight and review to all job functions in the Office; conducts weekly meetings with office divisional supervisors as well as periodic reviews of staff workloads and duties needed to plan, maintain and/or improve upon efficiencies.

Oversees and trains new hires in several different functional areas, including the AS400.

Gathers and analyzes data and prepares a variety of reports and records; reviews, approves, and prepares for adjustment(s) as needed of data compiled for a variety of reports and tax audits which may be prepared by clerical or supervisory staff, or by the Auditor.

Composes and types material which requires use a of a variety of complicated formats for preparing correspondence, memos, reports, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar.

Responsible for the design of forms, instructional inserts, and tax returns used by Commissioner's Office; responsible for electronic data organization and transmission of business tax information with regard to annual Business License Renewal Applications and Tax Return of Business Tangible Personal Property & Machinery & Tools.

Receives and responds to a variety of requests and concerns; researches documentation and provides information based on a detailed knowledge of the rules, policies and procedures of the department and County.

Responsible for maintaining of all office internet correspondence from both internal and external sources requesting information, tax adjustment considerations, and requests for registrations.

ADDITIONAL JOB FUNCTIONS

Serves as the Office's in-house expert in the development of databases, designs queries for the mainframe computer system; tests and implements software for the mainframe computer system.

Performs public speaking as requested by the Commissioner of the Revenue; does presentations and conducts training during conferences.

Testifies before General District Court and Circuit Court when summoned.

Attends various meetings and educational conferences; attends and passes courses required to maintain the designation of Master Deputy Commissioner of the Revenue.

Assists with receiving new and renewal business license applications; assumes duties of Business Tax Administrator in his/her absence including sending forms and collecting tax payments.

Enters all purchase orders and follow up documentation with accounts payable; compiles monthly data for the County Credit card reconciliation, and for the State Compensation Board budget records.

Responsible for maintaining and disposing of specific office records in accordance with Retention of Records Guidelines from the Archives & Records Division of the Library of Virginia.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of government accounting, auditing, and financial reporting.

Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) and their associated practical application to a wide variety of business establishments.

Thorough knowledge of modern management and supervisory principles and practices.

Thorough knowledge of operations of PC and printer functions as related to a mainframe system.

Thorough knowledge of the AS400 system, and related query functions.

Thorough knowledge of spreadsheet, database, and word processing software.

Thorough knowledge of the Code of Virginia, particularly §58.1, and other applicable Titles.

Skill in the use of personal computers, and the ability to use various types of software with reasonable speed and accuracy.

Demonstrated ability to resolve conflicts.

Ability to communicate effectively, both verbally, and in writing.

Ability to gather, analyze and present data required.

Ability to establish and maintain relationships with business representatives and public officials.

Ability to read and understand legal terminology as it relates to property assessment and income taxes.

EDUCATION AND EXPERIENCE

A bachelor's degree in business administration or accounting, or a closely related degree, and 2 to 4 years of experience in accounting and tax and assessment, including knowledge of State tax preparation; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including office equipment such as computerized data entry equipment, typewriters, printers, calculators, copiers, etc. The work is primarily sedentary in nature. However, there is some standing, some walking, and some bending and stooping involved.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others, and receiving instruction, assignments or directions from supervisors.

Language Ability: Requires the ability to read and prepare a variety of correspondence, reports, letters, tax returns, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as tape measures, scales, cameras, and office equipment. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____