



COUNTY OF YORK JOB DESCRIPTION
Revenue Tax Specialist
Commissioner of the Revenue
(Personal Property & State Income Tax)

Human Resources Department
224 Ballard St.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs specialized technical, administrative, and general public contact work in the personal property and state income tax section. Assists with the comprehensive personal property assessment program for the County; reviews and analyzes documentation, schedules, and forms filed. Also assists in processing state income and estimated tax returns. Responsible for sending documents to other county and state offices as required by local or state law. Assists with scanning and quality assurance checks in regard to the office document imaging system. Prepares various statistical reports; receives and responds to inquiries from the general public, attorneys, and other interested parties. Responsible for sending notification letters to taxpayers regarding assessment changes. Responsible for ensuring accurate data entry, and maintains, updates, and sorts records. Work is performed under regular supervision.

DISTINGUISHING FEATURES OF THE POSITION

Position requires working flexible hours, extended hours during the work week, and possibly some weekends during deadlines and extremely busy times.

ESSENTIAL JOB FUNCTIONS

Receives and responds to requests and inquiries from the general public, attorneys, taxpayers, and other interested parties, providing information pertaining to assessments; researches documentation, provides responses based on a detailed knowledge of rules, policies and procedures, and applicable codes related to personal property and state income tax, or refers inquiries to appropriate personnel.

Assists in the compilation, processing and coordination of personal property assessments; enters exonerations and supplemental billings, and ensures that applicable information is documented and entered into files properly; sorts and maintains property records and receipts.

Assists in processing state income and estimated tax returns and payments as required to include balancing, posting, and forwarding payments to the Treasurer's Office; assists taxpayers with preparation of state income tax returns in person and on the telephone; reviews and processes tax returns in accordance with guidelines set forth by the Department of Taxation; ships returns twice a week.

Makes recommendations and posts authorized abatements, refunds, and supplemental assessments; prepares and mails notification of assessment change to taxpayers.

Researches records from the Department of Motor Vehicles (DMV), Treasurer's vehicle registration files, Virginia Department of Taxation, the Code of Virginia, General Assembly actions, the County code, tax rulings, and listings provided by miscellaneous sources.

Gathers and analyzes data and prepares a variety of reports and records for various taxes and payments received; reconciles with the Treasurer's Office; forwards originals to appropriate office.

Mails annual filing forms to mobile home parks, marinas & storage facilities and ensures proper registration and taxation of same.

Mails mobile home tax relief information and applications for the elderly and disabled each year; reviews and receives applications to determine if applicants qualify; analyzes the results of the final applications; submits results to supervisor, and posts approval tax relief credit.

Prepares a variety of correspondence which often requires research and a knowledge of state codes and County ordinances; composes material which requires use of a variety of complicated formats for preparing correspondence, memos, reports, etc.; assumes responsibility for correctness of spelling and punctuation, format and grammar.

Updates personal property database using changes noted from various sources received from the taxpayers and forwards information to the Treasurer's Office.

Creates and processes tangible personal property registrations and determines the applicable vehicle license fee to be billed; updates personal property records; issues registration and business license applications; resolves discrepancies, and notifies taxpayers of any errors; processes and screens tax returns.

Completes weekly DMV adds and deletes; updates the Avenity database for tax assessment and/or adjustments for vehicle license registration fee; creates abatements as appropriate, and creates supplemental assessments as needed; processes bulk abatements from the weekly DMV deletes, and transfers them for archiving purposes.

Works closely with other localities to reconcile various tax issues, and ensures information is forwarded to appropriate localities for assessment purposes.

Performs quality assurance checks on imaged documents, ensuring documents are legible and retrievable; archives a variety of reports in accordance with the State Library for the retention of records.

Researches various internal and external sources and updates on returned mail; re-mails to new address, forward to Treasurer or other sections and/or departments; makes any necessary adjustments.

ADDITIONAL JOB FUNCTIONS

Assists with various sections of the office, including data entry, scanning, issuance of business license, and the Treasurer.

Assists various County departments as required.

Performs other related work as required

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of basic math to include addition, subtraction, multiplication, division, percentages, and fractions.

General knowledge of applicable County ordinances, and state and local statutes related to personal property assessment, and knowledge of state and federal income tax law.

Some knowledge of legal terminology as it relates to property assessment and preparation of state income tax.

Excellent written and oral communication skills.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a high school diploma and three (3) years of closely related work.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including automated office equipment such as computerized data entry equipment, 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 subordinates or assistants and receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read and prepare a variety of reports, records and forms, etc., using prescribed formats and conforming to rules of punctuation, grammar, diction, and style.

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 instructions, 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.

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

Manual Dexterity: Requires the ability to handle general 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.