



Career Service Authority

Tax Analyst

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

Researches/analyzes, prepares, and processes claims for payments of outstanding taxes owed to the city.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Tax Revenue Agent I and II, and Treasury Agent, which collect delinquent taxes by enforcing compliance to state and municipal tax laws. This class is also distinguished from Tax Revenue Supervisor, which performs supervisory work over employees engaged in collecting delinquent taxes and enforcing compliance of city ordinances and state laws.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None.

ESSENTIAL DUTIES

Researches, analyzes, and prepares claims and appropriate documents for real estate, personal property, sales, use, lodging, and occupational taxes and special assessments.

Reviews payment proposals, business re-organization plans and makes recommendations for tax payments.

Reviews enforcement files to verify correctness of taxes owed and makes appropriate adjustments including calculation of interest and penalties.

Negotiates payment options, process lien placements, and submits claims as needed to obtain payment; makes payment arrangements for debtor with approval of City Attorney.

Makes collection decisions, including negotiation over partial payment or distraint (seizure) and sale for taxes due.

Explains City tax laws to and works with a wide range of state and local officials and businesses including police, City Attorney's Office, Auditor's Office, IRS, banks, investigators and creditors.

Provides information on Federal bankruptcy laws and procedures to internal/external customers.

Assembles, organizes, and maintains case files, reports of partial payments and full collection of debt, uncollectible accounts, and records of correspondence.

Appears as a witness before boards or in court as needed.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact of violating these standards on an organization, self, and others; chooses an ethical course of conduct; is trustworthy.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied background and different situations.

Flexibility - Adapts quickly to changes.

Self-Esteem - Believes in own self-worth, maintains a positive view of self, and displays a professional image.

Self-Management - Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Memory - Recalls information that has been presented previously.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Reasoning - Discovers or selects rules, principles, or relationships between facts and other information.

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Negotiation - Works with others toward an agreement that may involve exchanging specific resources or resolving differences.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Knowledge, Skill and Ability Requirements:

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyze desired information, and integrate research into reports and/or databases.

Skill in reviewing information, drawing conclusions, and making recommendations.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Ability to work independently under general instructions and be able to apply good judgment.

Physical Demands:

Sitting: Remaining in the normal seated position.
Handling: Seizing, holding, grasping or otherwise working with hand(s)
Fingering: Picking, pinching, or otherwise working with fingers.
Eye/hand/foot coordination: Performing work through using two or more.

Working Environment:

Subject to interruptions.

Education Requirement:

Associate Degree in Business Administration, Accounting, or a related field of study.

Experience Requirement:

Two years of experience in general office duties including working experience with the public, bookkeeping, basic accounting and working knowledge of word processing/spreadsheet.

Education/Experience Equivalency:

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Nonexempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 07/01/2006

REVISED BY: Hameed Pousti

CLASS HISTORY: Job spec was incorporated into new format and MQs were modified from 4 years college degree with no experience in to an Associate Degree (2 years college) and 2 years experience.