



PRINCE GEORGE COUNTY, VIRGINIA

July 2019

CHIEF DEPUTY COMMISSIONER OF THE REVENUE

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and clerical work assisting in the operation of the Office of the Commissioner of the Revenue; does related work as required. Work is performed under regular supervision. Supervision is exercised over all department personnel in the absence of the Commissioner of the Revenue.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, lifting, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with personal property, business license and State income taxes and the general operation of the Commissioner of the Revenue's office; preparing and maintaining files and records; assisting citizens; Oversees and participates in the processing of the Personal Property Book, Public Service Book and Tax Relief Book;

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Prints, sorts and mails personal property returns;

Checks return mail for correct addresses using DMV, IRMS and post office;

Reviews NCOA listing of updated address and makes necessary corrections to the database;

Makes corrections, deletions and/or additions to personal property database; Maintains, verifies, mails and updates mobile home records;

Maintains, verifies, mails and updates volunteer listing for special certification and coding;

Assesses and enters data on business personal property returns;

Processes NADA imports on a monthly basis;

Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles and heavy trucks and assesses property manually;

Maintains, mails, verifies and updates leasing company records; determines tax status and PPTR certification;

Certifies qualifying vehicles for PPTR certification;

Extracts any reports necessary to maintain and verify data;

Computes high mileage deductions;

Date stamps and reviews monthly meals, lodging and rental tax remittances; registers new accounts; records payments; sends delinquent notices if applicable;

Maintains, verifies, mails and updates Tax Relief records;

Develops financial and statistical models for the forecasting of revenue administered by the Commissioner, monitors revenue and PPTR accounts throughout the year;

Supervises staff, including recruiting, selection or recommending selection, training, delegating and evaluating work;

Coordinates the operations of and provides administrative support for the office of the Commissioner of the Revenue;

Participates in professional training to remain informed of federal, state and local tax laws;

Provides assistance to other departments and public by telephone and in person on tax related issues;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of general laws and administration of policies governing real and personal property; thorough

knowledge of modern office practices and of standard office and accounting equipment; thorough knowledge of County computer system and software, including database and word processing; ability to establish and maintain effective working relationships with County officials, employees and the general public; ability to plan and supervise the work of subordinates; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Associate's Degree in business or other related field and or considerable experience with government regulations and effective customer service; or equivalent combination of education and experience.