



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### DEPUTY COMMISSIONER OF THE REVENUE

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION OF WORK:**

Performs intermediate clerical and technical 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.

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.**

*(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.)*

Answers telephone, takes messages and provides general information;  
Verifies and enters vehicle registration information for purchase of County decal;  
Analyzes and assesses personal property for taxation;  
Maintains and updates computer records;  
Approves, prepares and processes supplemental billings and abatements;  
Checks PPTR certification codes to ensure proper tax relief on vehicles;  
Mails personal property returns; reviews upon receipt for verification and taxation;  
Downloads DMV files; uploads and prints DMV files for additions and deletions;  
Prepares and distributes correspondence to taxpayers in order to clarify vehicle locality;  
Prepares income tax returns for individuals; ensures information on return is accurate; forwards returns for processing and makes copies for local records; enters tax due state returns into database;  
Prepares and processes estimated tax vouchers;  
Balance checks and money orders to report and forward to Treasurer's Office;  
Instructs taxpayers on procedures to obtain business licenses; reviews and processes business license requests; renews business licenses annually;  
Date stamps and reviews monthly meals, lodging and rental tax remittance; registers new accounts; records payments; sends delinquent notices if applicable;  
Opens and distributes correspondence;  
Prepares and maintains a variety of reports, files, records, etc.;  
Maintains mailing list and mails out Tax Relief for the Elderly applications;  
Maintains, verifies, mails and updates Active Duty Military records;  
Assists taxpayers with information and applications for Tax Relief programs;  
Writes letters to non-filed business accounts requesting rendition; conducts on-site audits with Tax Compliance Auditor;  
Prepares annual report on rollback assessments; balances to records;  
Audits Sales Tax reports and Schedule C's from the Department of Taxation;  
Participates in professional training to remain informed of federal, state and local tax laws;  
Provides assistance to other departments and the 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:**

General knowledge of general laws and administration of policies governing real and personal property; general knowledge of modern office practices and of standard office and accounting equipment; 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:**

Any combination of education and experience equivalent to graduation from high school and some experience with government regulations and contact with the general public.