

STATE OF NEBRASKA CLASS SPECIFICATION
REVENUE TAX SPECIALIST

EST: 10/1986 REV: 9/2013
CLASS CODE: A29621
SALARY GRADE: 354
OVERTIME STATUS: N

DESCRIPTION: Under general supervision provides program assistance of a moderate complex nature involving diversified administrative and policy services. Manages researching and proposing policies, legislation, regulations and rulings as assigned. Uses professional knowledge to complete assignments; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.) This is the first level in the Revenue Tax Specialist series. Both levels work with and resolve complex tax issues. The Revenue Tax Specialist class is a journey level, full performance class and incumbents serve as subject matter experts on tax issues. Tax issues resolved by this class, although complex, are consistent, and recurring. This class generally interacts with other inter-agency staff on a regular basis, and on an informational level with individuals outside the agency. Revenue Tax Specialist work typically supports a program led by a Revenue Tax Specialist Senior. This class receives direction from the Revenue Tax Specialist Seniors, Attorneys, Managers, and Agency Directors or their designees.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Resolves complex tax issues where resolution ultimately rests upon a thorough and current knowledge of laws, policies, regulations, procedures, processes and industry practices. Examines, researches and resolves program issues which arise from correspondence, personal interviews, and assignments.

Investigates, analyzes, researches and presents proposed policies, processes, legislation, regulations and rulings in assigned program.

Participates in the implementation of changes to assigned programs; including communications to taxpayers, training internal staff, educational pamphlet design, etc.

Interprets and applies policy, regulations and procedures both within the agency and with the public.

Develops internal and external educational presentations and information guides.

Presents educational programs at conventions, seminars and educational institutions to keep tax attorneys, accountants and practitioners up to date with current tax issues.

Participates in special projects as assigned relating to tax programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Department of Revenue programs, policies, procedures, processes, regulations and tax rulings.

Skill in: presenting persuasive arguments, organizing and implementing processes.

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Ability to: communicate effectively with a wide range of people, interpret state statutes; judge the relative merits of arguments; conduct research and analysis of complex legal and tax issues.

Minimum Qualifications: (Applicants will be screened for possession of these qualifications.)

Associate's Degree in: business, accounting, or related financial field and one year experience in tax program research and analysis.

OR

Increasingly responsible work experience in business, accounting, or finance may be substituted for the education requirement on a year for year basis, in addition to one year experience in tax program research and analysis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).