

STATE OF NEBRASKA CLASS SPECIFICATION
REVENUE TAX SPECIALIST SENIOR

EST: 10/1986 REV: 9/2013
CLASS CODE: A29622
OVERTIME STATUS: E

DESCRIPTION: Under limited supervision provides program expertise of a significantly complex nature involving diversified administrative and policy services to Revenue Directors and Management, Revenue employees, and to outside attorneys, CPA's, government and business officials, and taxpayers. Coordinates the examination, research, proposal of policies, legislation, regulations and rulings as assigned for either tax or audit programs. Uses a wide range of professional knowledge to complete assignments including those of a broad scope and considerable importance to the agency; 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 second level in the Revenue Tax Specialist series. Both levels work with and resolve complex tax issues. The Revenue Tax Specialist Senior class is full performance and serves as an advanced tax expert on tax programs. The Revenue Tax Specialist Senior class is distinguished from the Revenue Tax Specialist class by emphasizing policy development for complex tax programs. This class also utilizes a higher level of latitude, autonomy, independent judgment and discretion in their work. This class works with the highest level of complexity, diversity, and typically involves unprecedented tax issues. The impact of work performed has a greater affect on the agency. This class regularly interacts with people both inside and outside the agency including government officials, corporate officers, attorneys, CPA's and Revenue Agency Directors. Positions in this class may supervise or lead Revenue Tax Specialists and/or other staff.

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 program problems where precedent is widely divergent and 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.

Monitors, analyzes, and interprets legislative, policy, and/or regulatory developments (both state and federal) for assigned programs.

Develops policy, regulations, and/or procedures to address changes or compliance needs in assigned programs; such as sales tax program, cigarette tax program, use tax program, audit, etc.

Coordinates and/or leads the implementation of changes to policy, regulations and procedures.

Interprets and applies policy, regulations and procedures both in-house and with the public.

Coordinates special projects assigned by the Tax Commissioner, Deputy Tax Commissioner, Directors or Managers, such as researching new tax programs.

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

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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 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. Extensive knowledge of the policy development process, state and federal legislative processes and legislative research OR extensive knowledge of tax auditing.

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

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

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

Bachelor's Degree in: business, accounting, or related financial field and two years' experience in complex 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 two years' experience in complex 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).