

Revenue Operations Clerk II S29112

DESCRIPTION OF OCCUPATIONAL WORK

Assists in the overall operation of a specific function under the supervision of a revenue operations supervisor. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

N/A

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.)

Trains new personnel.

Performs unique technical operations in regard to revenue returns, computer generated error listings, correspondence, master file add/changes and revenue applications for licenses and permits.

Maintains all statistical records concerning workflow of section and reports directly to supervisor.

Relieves supervisor of administrative duties when possible.

Performs duties of supervisor in his absence.

Authorizes and approves certain corrections, adjustments, master file changes and correspondence of subordinates.

Handles more difficult problems in assigned functions.

Maintains standard letters and paragraphs and prepares all new standard letters and paragraphs.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework/training in administrative/office support functions, procedures, and methods including the operation of personal computers and office equipment, or areas related to the programs and functions of the employing agency.

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OR Experience in customer service or public contact; or applying criteria/regulations; and/or performing administrative/office/secretarial support work including use of personal computers and office equipment.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

N/A

SPECIAL NOTES:

Requires considerable knowledge of policy relating to all tax programs. Works independently on broad assignments with responsibility for some planning. Ability to maintain efficiency in workflow by making daily decisions.

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).

Established: <08/70>

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Minimum Qualifications	Revised per agency request	8/3/2023