



## Office of Human Resources

### Tax Analyst

#### General Statement of Duties

Researches/analyzes, prepares, and processes claims for payments of outstanding taxes owed to the city.

#### Distinguishing Characteristics

This class is distinguished from Tax Revenue Agent I and II, and Treasury Agent, which collect delinquent taxes by enforcing compliance to state and municipal tax laws. This class is also distinguished from Tax Revenue Supervisor, which performs supervisory work over employees engaged in collecting delinquent taxes and enforcing compliance of city ordinances and state laws.

#### Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged defended, gathered and discretion and judgment are required within the parameters of the job function.

#### Level of Supervision Exercised

None

#### Essential Duties

Researches, analyzes, and prepares claims and appropriate documents for real estate, personal property, sales, use, lodging, and occupational taxes and special assessments.

Reviews payment proposals, business re-organization plans and makes recommendations for tax payments.

Reviews enforcement files to verify correctness of taxes owed and makes appropriate adjustments including calculation of interest and penalties.

Negotiates payment options, process lien placements, and submits claims as needed to obtain payment; makes payment arrangements for debtor with approval of City Attorney.

Makes collection decisions, including negotiation over partial payment or distraint (seizure) and sale for taxes due.

Explains City tax laws to and works with a wide range of state and local officials and businesses including police, City Attorney's Office, Auditor's Office, IRS, banks, investigators and creditors.

Provides information on Federal bankruptcy laws and procedures to internal/external customers.

Assembles, organizes, and maintains case files, reports of partial payments and full collection of debt, uncollectible accounts, and records of correspondence.

Appears as a witness before boards or in court as needed.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Negotiation** - Works with others toward an agreement that may involve exchanging specific resources or resolving differences.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Writing** - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyze desired information, and integrate research into reports and/or databases.

Skill in reviewing information, drawing conclusions, and making recommendations.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Ability to work independently under general instructions and be able to apply good judgment.

**Education Requirement**

Associate's Degree in Business Administration, Accounting, or a related field of study.

**Experience Requirement**

Two (2) years of experience in general office duties including working experience with the public, bookkeeping, basic accounting and working knowledge of word processing/spreadsheet.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in the normal seated position.

Handling: Seizing, holding, grasping or otherwise working with hand(s)

Fingering: Picking, pinching, or otherwise working with fingers.

Eye/hand/foot coordination: Performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Education Verification

Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**FLSA Code: N**

**Management Level: 10**

**Established Date: 8/1/2018**

**Established By: Lori Schumann**

**Revised Date:**

**Revised By:**

**Class History:**