



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Deputy Commissioner of the Revenue II	DEPARTMENT: Commissioner of the Revenue
IMMEDIATE SUPERVISOR: Commissioner of the Revenue	GRADE/RANK: 12
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position is assigned responsible clerical and technical work involving the preparation and maintenance of tax or related records. Provides additional support services for the department as needed.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides taxpayer customer service;
- Maintenance of tax records;
- Administers tax relief programs;
- State income tax preparation and filing;
- Tax corrections and abatements;
- Sales tax registration and audit;
- Prepares summonses and criminal complaints against non-compliance;
- Testifies in court and;
- Administration, audit, discovery and assessment of:
 - BPOL

- Business personal property
- Machinery and tools
- Personal property
- Local excise taxes
- Bank franchise
- Public service corporations
- Communications tax

KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough knowledge of tax and accounting terminology and methods and a general knowledge of account principles. Has the ability to maintain strict confidentiality and maintain accurate financial records. Has the ability to prepare reports and statements and has a general knowledge of all local, and some state taxation laws and regulations. Has the ability to interpret state tax code. Has knowledge of computer applications including Word, Excel and/or other financial software and a general knowledge of standard office procedures, practices and equipment. Has the ability to make arithmetical computations quickly and accurately and the ability to establish and maintain effective working relationships with employees and the general public. Has the ability to understand and follow oral and written directions as well as the ability to establish and follow detail work procedures.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Associates degree in accounting, business administration or related field or equivalent amount of training and experience.

SPECIAL REQUIREMENTS:

This position is subject to a criminal background check. Position may work overtime during times of peak workload.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound. 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 work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Limited supervision may be exercised over a small group of staff.

EXAMPLES OF EXPECTED DECISION MAKING:

Position interprets policies and procedures related to decisions in the application of tax laws and regulations. Position may be asked to act on behalf of COR in his/her absence.

This job description in no way states or implies that these are the only duties performed by this employee. The Deputy Commissioner of the Revenue II will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job is in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Commissioner of the Revenue and Chief Human Resources Officer

Revised Date: 2019