

COMMISSIONER OF THE REVENUE Deputy

GENERAL STATEMENT OF DUTIES:

Performs responsible technical work to assist the Commissioner of the Revenue. Does related work as required. Job duties are performed at the pleasure of the Commissioner of the Revenue, City of Franklin and the Commonwealth of Virginia.

DISTINGUISHING FEATURES:

An employee in this class performs responsible work to assist the Commissioner of the Revenue. The major responsibility is to provide information to taxpayers concerning the interpretation of tax rules, regulations and laws. Work is performed under the supervision of the Commissioner of the Revenue.

EXAMPLES OF WORK: (Illustrative Only):

Answers inquiries concerning the interpretation of tax rules, regulations and local and state laws.

Assists in issuing business and professional licenses.

Prepares business license, land use and tax relief for the elderly applications for mailing.

Computes and enters into the computer supplement real estate values for billing.

Assists disabled veterans with personal property and real estate applications and regulations.

Prepares monthly state and city reports.

Performs a variety of duties to assist the Commissioner of the Revenue.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of laws and policies governing state income, personal property taxes and licensing activities, thorough knowledge of general accounting principles and procedures, ability to work cooperatively with the general public and other government agencies and offices. Must have legible handwriting.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Must have high school diploma or GED equivalent. Successful completion of college courses in accounting and math is preferred. The ability to type, use a personal computer, deal with the general public and work under pressure shall be necessities.