



Taxpayer Compliance Officer IV

Salary Group: B18

Class Code: 1062

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TAXPAYER COMPLIANCE OFFICER I	1059	B12	\$27,840 - \$43,798
TAXPAYER COMPLIANCE OFFICER II	1060	B14	\$31,144 - \$49,134
TAXPAYER COMPLIANCE OFFICER III	1061	B16	\$34,918 - \$55,130
TAXPAYER COMPLIANCE OFFICER IV	1062	B18	\$39,521 - \$64,449
TAXPAYER COMPLIANCE OFFICER V	1063	B20	\$45,158 - \$73,788
TAXPAYER COMPLIANCE OFFICER VI	1064	B22	\$51,614 - \$84,479

GENERAL DESCRIPTION

Performs highly complex (senior-level) tax enforcement, licensing, and compliance work. Work involves coordinating the collection of tax revenues, providing taxpayer services, and developing techniques and procedures for enforcing tax laws. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the review of taxpayer accounts to determine their delinquent status and initiates appropriate collection actions.

Coordinates tax collections, enforcement, and compliance work.

Coordinates and/or conducts investigations on problematic taxpayer accounts.

Coordinates and conducts tax seminars for the public.

Instructs staff in the uniform application of tax laws and compliance procedures.

Investigates tax violations, handles taxpayer complaints, collects taxes, and assists taxpayers with licensing and filing requirements.

Plans, designs, implements, and organizes tax enforcement programs.

Prepares legally acceptable affidavits and related documents for use in the prosecution of tax violators.

Provides instruction on the appropriate means of confiscating and destroying items determined to violate state importation laws.

Analyzes procedures and recommends changes as appropriate.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in accounting, bookkeeping, or collections work. Graduation from an accredited four-year college or university with major coursework in business administration, accounting, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of compliance and collection processes; of accounting and tax administration procedures; and of Texas tax laws, rules, regulations, policies, and procedures.

Skill in performing basic mathematic computations, in identifying and resolving problems, and in the use of a computer and applicable software.

Ability to interpret and apply laws, regulations, policies, and procedures; to analyze tax situations; to detect tax violations; to prepare reports; to maintain confidentiality and protect the privacy of state employees, taxpayers, and other members of the public; to communicate effectively; and to supervise the work of others.