



Chief Deputy Revenue Commissioner
Commissioner of Revenue

Position # : COR 603
FLSA: Exempt
Grade: 19

JOB SUMMARY

This position directs the day-to-day administrative functions of the Revenue Commissioner's Office.

MAJOR DUTIES

- Directs daily office operations; prioritizes and assigns work.
- Trains, assigns, directs, supervises, schedules, evaluates and disciplines personnel.
- Opens and reviews Virginia State Income Tax returns; enters payment information and transfers funds.
- Prepares monthly reports required the State Tax Department.
- Reads deeds and wills and transfers property ownership accordingly.
- Uses land plats to create new land parcels.
- Prepares and runs the Real Estate Land Book.
- Assesses motorcycles, boats, trailers, campers and recreational vehicles for personal property taxes.
- Prepares the Mineral Lands Tax Book.
- Assesses personal property taxes.
- Maintains office supply inventory; reorders as needed.
- Approves and submits invoices for payment.
- Processes real and personal property abatements.
- Assists taxpayers in person or by phone or email.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Virginia State Income Tax laws.
- Knowledge of the IRS Income Tax Code.
- Knowledge of state records retention guidelines.
- Knowledge of the state code and county ordinances.
- Knowledge of county and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the provision of customer services.
- Skill in the preparation of reports.
- Skill in management and supervision.
- Skill in public relations.
- Skill in identifying and resolving problems.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Commissioner of Revenue assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the state code, the IRS code, county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and administrative duties. The volume of work contributes to the complexity of the work.
- The purpose of this position is to coordinate the administrative functions of the Revenue Commissioner's Office. Successful performance to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, state and local auditors, surveyors, attorneys, title examiners, farmers, state employees, vendors, and the general public.

- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and negotiate, defend, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Deputy Revenue Clerk III (2), Deputy Revenue Clerk II (1) and Deputy Revenue Clerk I (4).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.