



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE SUPERVISOR

Job Number: 20001810

Job Code: 95550V230916

Job Group: 9500 - REVENUE

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises staff involved in the processing, preparation, and examination of tax documents and/or tax information; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience in the processing, administration, preparation, or auditing of taxes or related tax information.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the processing, administration, preparation, or auditing of taxes or related tax information will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises staff in providing technical assistance in state tax administration. Oversees staff in providing technical assistance and case resolution to taxpayers on state taxes administered by the Department of Revenue or the Department of Vehicle Regulation. Oversees staff in performing professional reviews of tax returns for the purposes such as the investigation and compliance of tax returns in the enforcement of tax laws; the examination of tax returns, applications, and related documentation to determine accuracy; and/or the collection of delinquent tax and state government debt. Plans, organizes, supervises, and reviews the activities of staff involved in the processing, preparation, review, or examination of tax returns or tax information. Supports the development and administration of programmatic revenue functions dealing with taxation. Conducts conferences with taxpayers and/or their representatives. Supervises the audit selection process. Coordinates activities with other organizational units. May communicate with and assist local government officials. Recommends legislative changes and participates in revising and drafting legislation. Interprets, enforces, and explains departmental rules, policies, tax laws, and regulations to taxpayers and employees. Develops and recommends policies and procedures. Prepares and implements new procedures and publications as needed. Prepares monthly reports. Responds to telephone and written inquiries concerning tax laws and regulations, policies, and programs. Participates in design conferences and other in-house committees dealing with the administration and collection of taxes. Performs employee evaluations and recommends salary increases and promotions. Provides technical assistance and training to all employees.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.