

VACANCY

OPEN INTERNALLY FROM: 8-31-2010 to 9-14-2010 VACANCY # 1760 (BU - Exempt)

STATE DEPARTMENT: TAXATION JOB CLASSIFICATION: Tax Program Administrator 1 ✓

SUPERVISOR: Rick Anthony DIVISION/UNIT: ESTATE TAX/ESTATE TAX

LOCATION: RM. _____, 1st FL. 4485 Northland Ridge Blvd. (STREET) Columbus (CITY)

HOURS OF WORK: 8:00 A.M. TO 5:00 P.M. SALARY: PAY RANGE 16 ; STEP 1: \$33.83

Job Duties:

- 70,365.00 / yr.
- 60% Directs, coordinates, manages & evaluates all internal & external operations in the Estate Tax Division. Establishes, implements & maintains policies & procedures, assists in developing departmental policies & procedures, establishes objectives, goals & work priorities, ensures compliance with state & federal laws, supervises TCA Supv 2's &/or TCA Supervisor 3's &/or support personnel & provides guidance & assistance to assigned staff in resolving procedural, administrative & audit problems for the Estate Tax Division;
 - 25% Interprets current & new legislation, court decisions, department policies & establishes & communicates such policies, procedures & direction to staff. Recommends legislative law changes, rules, policies & procedures relative to the Estate Tax Division. Recommends rules, policies & procedures affecting Ohio tax structure & departmental functions. Insures consistent application of rules & procedures in compliance with the Ohio Revised Code.
 - 15% Advises Tax Commissioner on administrative & legislative matters. Researches & analyzes enacted & proposed legislation & court decisions to determine impact on existing &/or proposed programs & applications to policies. Participates in conferences, seminars, workshops & meetings of civic groups, tax agents, taxpayers &/or other public & private officials. Testifies before Board of Tax Appeals &/or courts.

THE FILLING OF THIS VACANCY IS SUBJECT TO THE RULES OF THE DEPARTMENT OF ADMINISTRATIVE SERVICES AND APPLICABLE CIVIL SERVICE LAWS RELATIVE TO CERTIFICATION PROCEDURES.

MINIMUM QUALIFICATIONS:

MUST HAVE:

1. Completion of undergraduate core program in accounting, business administration, management, political science, communications or public administration; 1 yr. exp. in managerial &/or administrative position; 1 yr. exp. in public relations.
Or
2. 12 mos. exp. as Tax Commissioner Agent Supervisor 3, 66818.
Or
3. 2 yrs. exp. as Tax Commissioner Agent Supervisor 2, 66817.
Or
4. Equivalent of Minimum Class Qualifications For Employment noted above.

MUST DOCUMENT IN WRITING ON/WITH APPLICATION: #1 OR #2 OR #3 OR #4.

Minimum Acceptable Characteristics:

Knowledge of: (1) accounting, business administration, management science, political science, communications or public administration, (2) supervisory principles/techniques, (3) public relations, (4) tax laws, regulations & filing procedures applicable to category of taxes assigned*, (5) employee training & development, (6) budgeting; Ability to: (7) write &/or edit technical policies & procedures, (8) review audits, investigations & field & office activities, (9) ensure compliance with tax laws & departmental audit policies & procedures & to resolve procedural difficulties, (10) handle routine & sensitive inquiries from & contacts with taxpayers & their representatives involving explanation of findings & interpretation of tax laws, procedures & related data & with other government officials, (11) establish friendly atmosphere as division administrator. (*) Developed after employment.

PERSONS PRESENTLY EMPLOYED BY THE AGENCY SHOULD APPLY FOR THIS POSITION BY: 9-14-2010
IF INTERESTED, CONTACT:

NAME: Amanda Kazaleh, HUMAN RESOURCES OFFICE
ADDRESS: 30 E. BROAD ST., 22ND FLOOR
TELEPHONE NO: (614) 466-3020