



Taxpayer Compliance Officer V

Salary Group: B21
Class Code: 1063

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TAXPAYER COMPLIANCE OFFICER I	1059	B13	\$35,439 - \$52,388
TAXPAYER COMPLIANCE OFFICER II	1060	B15	\$38,976 - \$58,045
TAXPAYER COMPLIANCE OFFICER III	1061	B17	\$42,976 - \$64,469
TAXPAYER COMPLIANCE OFFICER IV	1062	B19	\$48,244 - \$76,028
TAXPAYER COMPLIANCE OFFICER V	1063	B21	\$54,278 - \$87,046
TAXPAYER COMPLIANCE OFFICER VI	1064	B23	\$61,184 - \$99,658

GENERAL DESCRIPTION

Performs advanced (senior-level) tax enforcement, licensing, and compliance work. Work involves coordinating and/or overseeing 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 minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees investigations on problematic taxpayer accounts.

Oversees the coordination and delivery of tax seminars for the public.

Coordinates investigations of tax violations, handles taxpayer complaints, collects taxes, and advises taxpayers on licensing and filing requirements.

Coordinates tax enforcement activities and compliance work.

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

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

Provides interpretation on tax law regulations.

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; accounting and tax administration procedures; and 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.