



# Deputy Comptroller

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
DEPUTY COMPTROLLER	1640	B36	\$198,499 - \$335,710

## GENERAL DESCRIPTION

Performs highly advanced (senior-level) policy administration and managerial work. Work involves providing counsel and advice to the Comptroller of Public Accounts on state fiscal matters and state tax policy laws. Supervises the work of others including employees at the executive and/or management levels. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees the daily operations of the agency.

Oversees the maintenance of books, records, and accounts of the agency.

Provides information, advice, and counsel to the Comptroller of Public Accounts regarding the Comptroller of Public Accounts' role as the State's primary accountant, official revenue estimator, and chief tax collector.

Provides information, advice, and counsel to executive level and/or management staff in the planning, development, and operation of the agency; keeps the Comptroller of Public Accounts informed on the status and progress of operations within the agency.

Provides information and advice to state agencies and the general public regarding agency activities and responsibilities.

Participates in activities related to the legislative process including conferring with the Comptroller of Public Accounts to determine legislative priorities.

Represents the agency at legislative hearings and meetings with legislators, legislative staff, and other legislative liaisons; may provide testimony before legislative committees.

Supervises the work of others including staff at the executive and/or management levels.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in policy administration, fiscal operations, and managerial work. Graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, or finance is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local, state, and federal laws and regulations; the principles and practices of public administration; state government; state fiscal management; and state tax policy laws.

Ability to direct and organize program activities; to establish program goals and objectives; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to communicate effectively; and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.