



# Taxpayer Compliance Officer V

Salary Group: B20

Class Code: 1063

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TAXPAYER COMPLIANCE OFFICER I	1059	B12	\$27,840 - \$43,798
TAXPAYER COMPLIANCE OFFICER II	1060	B14	\$31,144 - \$49,134
TAXPAYER COMPLIANCE OFFICER III	1061	B16	\$34,918 - \$55,130
TAXPAYER COMPLIANCE OFFICER IV	1062	B18	\$39,521 - \$64,449
<b>TAXPAYER COMPLIANCE OFFICER V</b>	<b>1063</b>	<b>B20</b>	<b>\$45,158 - \$73,788</b>
TAXPAYER COMPLIANCE OFFICER VI	1064	B22	\$51,614 - \$84,479

## 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; of accounting and tax administration procedures; and of 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.