



TAX REVENUE SPECIALIST (CD) Part-time, Benefited

This is a part-time benefited position that offers eligibility for a flexible work schedule. This position will work between 20 – 25 hours per week with the opportunity for additional hours during peak processing periods.

General Description: Performs routine to complex office duties in connection with the assessment of motor vehicles, trailers, watercrafts and other personal property classes for property taxation purposes. Responsible for the review, audit, and processing of all classes of tangible business personal property filings and assessments, business license taxes and other gross receipt taxes. Interprets and applies state and local statutory requirements for taxation and assessment compliance. Processes personal property returns, prepares and processes and submits State Income Tax returns for the public. Answers taxpayer inquiries concerning filing requirements, classification of property and other tax related issues and inquiries. Updates and maintains ownership, assessment, and property classification in the Tax Management system. Inputs and imports documents into the Records Management Retention System. Works in partnership and as a liaison with various State agencies dealing with taxation and personal property ownership information.

Performs office duties in connection with the ownership and maintenance of real property records for taxation purposes. Responsible for the administration of the Commissioner of the Revenue's tax relief, disabled veteran, and land use programs. Reviews, audits, and processes taxpayer applications and affidavits for compliance and eligibility in relief programs. Manages the application, revalidation, and eligibility process for the land use deferral program. Obtains and processes information from the Clerk of the Court relating to deed transfers, deeds of correction and other recorded instruments in a timely and accurate manner. Performs subdivision plan and plat review for new residential and commercial development and inputs parcel ownership information into the Tax Management system. Works with the general public, real estate professionals, attorneys, and

other state and local agencies in researching and responding to real property issues and inquiries.

Organization: The Revenue Specialist position is part of Hanover County's Career Development Program (CD). The Revenue Specialist Ladder has four (4) levels ranging from Revenue Specialist I to Senior Revenue Specialist. Incumbents report to a Revenue Division Manager or Deputy Commissioner of Revenue. Senior Revenue Specialists may serve as workflow leaders to lower level staff positions and as project managers for special assignments.

Essential Functions: Personal Property Division

- Responds to citizens inquiries in a knowledgeable and professional manner.
- Receives, audits, assesses and processes taxpayer filings and returns.
- Analyzes and prepares statutory assessments for business accounts who are in non-compliance with state and local filing requirements.
- Audits vehicle personal property tax accounts to determine appropriate assessment and compliance with state and local statutes.
- Reviews federal filing forms and schedules to determine PPTR eligibility
- Prepares and submits State Income tax returns with the Virginia Department of Taxation.
- Researches and responds to routine and highly technical and complex taxpayer inquiries.
- Initiates account exonerations and supplemental billing enters information into the Tax Management system.
- Reviews and processes downloaded and imported information from State Agencies.
- Uses an automated computer system to input data, find information and perform taxpayer account maintenance.
- Prepares documents and files for electronic and manual input into an automated document imaging and retention system.
- Performs related work as assigned.

Essential Functions: Business Property Division

- Receives, audits, and processes taxpayer applications and affidavits to determine participation eligibility and compliance with state and local statutes.
- Reviews information received from other county departments and timely and properly updates and maintains real property ownership information.
- Researches and responds to routine and highly technical and complex taxpayer inquiries.
- Initiates account exonerations and supplemental billing entries into the Tax Management system.
- Uses an automated computer system to input data, find information and perform taxpayer

account maintenance.

- Prepares documents and files for electronic and manual input into an automated document imaging and retention system.
- Performs related work as assigned.

Hiring range is \$20.50 - \$26.78 per hour, plus excellent benefits. For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.