

Tax Specialist

Job Code	Job Title	Pay Grade
4223A1	Tax Specialist	33

CONCEPT:

This is advanced professional tax policy development work. Work involves the analysis of tax policy issues, preparation of recommendations for policy options and the development of methods to implement tax policies. An incumbent in this class researches laws in cases affecting many taxpayers, writes revenue ruling statements which involve a variety of technical factors, and reviews taxpayer requests which raise complex legal questions. Work also includes the preparation of tax policy training and operations manuals.

TASKS:

- Researches tax laws of Kansas and of other states, court decisions and the Internal Revenue Code to develop policies for the administration of state tax laws; researches relevant legal information in the development of tax policies when many taxpayers are affected, the effect on other tax policies is likely, or existing legal information does not clearly relate to the policy.
- Develops and modifies tax policies by writing formal revenue ruling statements which have broad applications or involve complex technical factors; interprets laws and regulations pertinent to tax policy statements; reviews the revenue ruling statements prepared by lower level tax specialists.
- Testifies at formal hearings or other levels of litigation as an expert witness.
- Determines tax policy and advises the Division of Taxation regarding compliance issues with established or new policy guidelines and procedures.
- Conducts conferences with individual and corporate taxpayers to resolve protested tax assessments or protested refund claim denials of unlimited amounts.
- Designs tax forms for all taxes for clarity of instructions.
- Reviews corporate taxpayer requests for change of accounting or reporting methods assigned by a higher level tax specialist; develops studies of taxpayer requests to include relevant legal issues, laws and regulations and makes a preliminary determination on these requests.
- Serves as tax legal advisor by preparing and coordinating the maintenance of tax policy training and operations manuals; assigns and reviews the training and operating policy manual development work of lower level tax specialists; organizes, prepares and conducts staff in-service training sessions.
- Assists in the enforcement of tax laws and the collection of state taxes by developing methods for matching taxpayer information available from federal agencies and other state agencies with taxpayer information available in the department in order to determine the tax liability of taxpayers; establishes procedures to identify and collect outstanding taxes from delinquent taxpayers.
- Assists taxpayers in voluntarily complying with tax laws by developing publications, instructions and other taxpayer assistance material.

LEVELS OF WORK:

- Class Group consists of one class.

Minimum Requirements: Five years of experience in analyzing administrative tax issues, forms and policy development and interpreting tax law. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 8/21

REV: 6/24