



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

| <u>TITLE</u>       | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u>  |
|--------------------|--------------|--------------|--------------|
| <b>TAX MANAGER</b> | <b>41</b>    | <b>A</b>     | <b>7.223</b> |

Under administrative direction, Tax Managers oversee the staff, activities and operations of a geographical region or functional area within the Department of Taxation including establishing procedures, supervising subordinate supervisors and recommending and implementing the budget.

Plan, organize and direct tax and audit programs for the department including developing, recommending and implementing methods for administering the program, prioritizing work and establishing work performance standards to ensure efficient and effective operation.

Plan, organize, coordinate and manage tax assessment, collection and auditing activities and operations in accordance with applicable laws, regulations and legal requirements.

Supervise and evaluate the performance of subordinate supervisors in directing the daily operations of each work unit; select, train, and discipline personnel as required.

Review, respond to, and mediate taxpayer disputes and determine appropriate course of action.

Direct the preparation of testimony for presentation before a Hearings Officer and present the position of the department at such hearings as required; prepare and present appeals of the Hearings Officer's decision before the Tax Commission.

Represent the department at taxpayer meetings and speaking engagements in order to provide information regarding the functions, purpose, goals, objectives, practices, and policies pertinent to the assignment.

Review, authorize or deny revised audits or audits involving large credits to ensure accuracy and compliance with established policies and regulations.

Develop and recommend the biennial budget; monitor expenses to ensure compliance with approved budget limitations.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in accounting, business administration, finance or related field and five years of professional level experience in accounting, auditing and/or tax administration programs involving interpretation and application of statutory provisions, including three years of supervisory experience; **OR** an equivalent combination of education and experience as described above.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):  
**Detailed knowledge of:** accounting and audit principles and practices; tax collection procedures. **Working knowledge of:** supervisory techniques including selection, training, work assignment and review, performance evaluation, and discipline; methods used in the examination of financial records and taxpayer reports; staffing

**MINIMUM QUALIFICATIONS (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)  
levels and performance requirements; budget preparation and monitoring; conflict resolution and mediation techniques. **Ability to:** plan, organize, coordinate and manage assigned operations and activities; analyze information, problems, situations, practices or procedures to define issues or objectives; identify relevant concerns or factors and identify patterns tendencies and relationships; formulate logical and objective conclusions; recognize alternatives and their implications; organize materials, information and resources in a systematic way to optimize efficiency; communicate effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Detailed knowledge of:** federal and State rules, regulations, guidelines and statutes governing tax collection and auditing. **Working knowledge of:** the State budgetary process; applicable sections of the State Administrative Manual, Nevada Administrative Code, and principles and practices of personnel administration.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.223

ESTABLISHED: 06/07/65  
REVISED: 07/17/67  
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REVISED: 08/18/97UC  
REVISED: 12/17/04PC  
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