



<b>Job Title</b>	<b>Sales Tax Investigator Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>16068</b>

**Class Specification – Sales Tax Investigator Supervisor**

<b>Summary Statement:</b>	
<p>The purpose of this position is to supervise the sales tax investigations staff and collect delinquent sales and use taxes; conduct investigation on sales and tax issues utilizing pertinent federal, state, and municipal laws, codes, and regulations. This is accomplished by contacting vendors through multiple lines of communication such as phone calls, mailing, personal interviews, field calls, and electronic correspondence. Other duties include organizing and presenting a quarterly sales and using tax class to local vendors and representatives. Overseeing and coordinating of efforts with Sales Tax Auditors, Sales Tax Technician, City Clerk, City Attorney’s Office, Municipal Court, EL Paso Country Health Department, City of Colorado Springs Police Department, Regional Building Department, and State of Colorado.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Collect delinquent sales and use tax by contacting or locating taxpayers; determine amount owed to include outside field calls; enforce legal actions; and conduct property seizures and sales and file property liens; supervise, organize, and review the work of lower level staff as assigned; and compile reports for management.
30%	Perform taxpayer customer service by educating taxpayers on the city sales tax code; respond to taxpayer questions; and conduct property seizures and sales and file property liens.
10%	Review asset purchase to determining use tax liability by obtaining purchase agreements or leases from taxpayers; and review all furniture, fixtures, and equipment in the business.
5%	Investigate and contact non-licensed businesses by determining if the business needs to be licensed; respond to citizen complaints; systematically viewing local publications and media outlets; and contact the vendors if a license is needed.



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5%	Provide assistance for special events by contacting promoter or property owner prior to event date; determine if a license is required for event; and calculate the proper bond amount if required.
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<b>Competencies Required:</b>	
Human Collaboration Skills: Decision regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive practical knowledge of a technical field with the use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or a related field.	



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Experience: Five years of full- time professional sales tax or accounting experience, and two years of supervisory experience.

**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:** Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**  
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**  
 This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
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Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment, and operating a City vehicle.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized sales tax software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: July 2017