

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Tax Analyst Supervisor 6		Class Code: 007RW6
	FLSA Status: Exempt	Salary Schedule: SAMPAT 6	Effective Date: 7-19-13
	Summary: The supervisor is responsible for the following: Training and evaluating staff; monitoring the sections work flow; and reviewing section processes determining product quality and quantity of staff's assigned functions. The supervisor will coordinate all section activities associated with special projects, investigative activities, applicant processes and the preparation of all reports with assigned staff.		

Duties:

- Monitor the sections workflow for quantity and quality of form processes and license approvals;
- Track employee attendance and verify employee payroll records;
- Coordinate compliance and licensing activities with the investigative section as appropriate;
- Conduct in-depth research and review of available media resources to identify possible violations of charity gaming laws making referrals for investigation;
- Collect, analyze and identify information which reflects upon an applicant's suitability of licensing;
- Prepare standard correspondence, document all work performed and maintain files containing work papers and supporting documents;
- Comply with all schedules and deadlines;
- Comply with required employee evaluation process, prepare appraisal and discuss appraisal results with appropriate employees;
- Maintain compliance with all policies and procedures applicable to the Division and Commission;
- Maintain close working knowledge of assigned projects and advise direct supervisor of their progress;
- Remain apprised of current laws, rules and regulatory issues pertaining to the charity gaming industry;
- Review license applications to determine compliance with license eligibility criteria, research past license history and corresponds with the Internal Revenue Service when necessary regarding tax exempt status of license applicants;
- Makes recommendations to superiors on issuance or denial of license applications;
- Assists in the preparation of annual reports, special reports, computer generated reports as related to licensing activities in response to requests from other staff, licensees, agencies and the general public;
- Handles general public telephone inquiries and walk-in traffic regarding licensing related matters;
- Coordinates activities of specialized projects within the program and prepares reports on special activities as required;
- Reviews agency policies and procedures related to the charity gaming program and makes recommendations for changes or enhancements;
- Performs related duties as required.

Job Requirements:

- Training or experience in office management and administrative processes;
- Knowledge of general office procedures and the use of office equipment including personal computers, database software, formats used in written business communications, English grammar, spelling punctuation and composition;
- Ability to represent the Commission at seminars, meetings and training sessions;
- Ability to analyze issues objectively and promptly;
- Demonstrated time management skills;
- Effective communication both orally and in writing with focus on customer service;
- Demonstrated ability to deal with complex administrative situations successfully;
- Ability to maintain strict confidentiality;
- Be a United States citizen;

- No felony convictions;
- Successfully pass a background investigation;
- Adhere to the Commission policy prohibiting Commission employees from gambling or playing any licensed game or gaming devices under the jurisdiction of the Commission in the State of Indiana;
- Prioritize and plan work in order to effectively deal with fluctuations in volume;
- Comply with Indiana Office of Technology's Information Security Policies and Minimum Compliance Requirements;
- Successfully pass drug testing if required by the Commission.

Difficulty of Work:

Incumbent directs and reviews the work of staff in the interpretation, application and selection of complex tax laws and agency policies to ensure compliance with state and federal tax laws and the assessment of refunds and liabilities. Extensive judgment is necessary in planning and supervising section operations in order to effectively ensure compliance with state and federal law procedures. Incumbent applies guidelines to a wide variety of complex situations and must be capable of quick and effective decision making in the resolution of tax disputes.

Responsibility:

Incumbent is responsible for the accurate interpretation and application of agency policies, directives, procedures and established laws in the analysis and determination of tax returns, liabilities, compliance and licensing activities. Incumbent is accountable to the agency Division Administrator/Deputy Administrators for quality of performance. Work is reviewed for conformance to standard policies, practices and procedures, soundness of judgment and conclusions. Decisions made by the incumbent have substantial impact on the agency, division and agency.

Personal Work Relationships:

Incumbent works with section staff and agency personnel to resolve issues and to ensure completed work meets the agencies and division's goals and objectives. Works in a professional and courteous manner with all individuals or their representatives involved with an organization applying for a license or under investigation of an alleged violation of charitable gaming laws, rules or regulations

Physical Effort:

Work is accomplished in an office environment and is broad in scope involving many complex program elements, which require critical and administrative analytical abilities. Working hours are normally seven and one-half (7.5) hours per day, excluding meals. Work is often performed in an accelerated environment and under stressful conditions.