

DEPARTMENT OF REVENUE SERVICES
Promotional Opportunity

TAX DIVISION CHIEF
Operations Bureau

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Employees of the Department of Revenue Services Only
Work Location: 450 Columbus Boulevard, Hartford CT
Annual Salary: \$105,623 - \$144,021 (MP 70)
Posting Number(s): 16-17/16-18
Closing Date: February 21, 2017 (close of business)

The Department of Revenue Services is recruiting for two (2) Tax Division Chief positions within the Operations Bureau.

Anticipated areas of responsibilities may include, but not necessarily limited to, the collection of past due tax revenue and related billing, tax processing (returns and payments), data entry, forms development, electronic commerce, registration, income and business tax functions.

EXAMPLES OF DUTIES:

Directs staff and operations in a subdivision of the Operations Bureau; coordinates, plans and manages division activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of division budget; maintains contacts with individuals both within and outside of division who might impact on program activities; prepares necessary narrative, statistical and financial reports for tax management; may assist in drafting proposed legislation; may act on behalf of Bureau Chief in his/her absence; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant principles and practices of tax administration, tax auditing, tax collections or tax enforcement; knowledge of complex statistical methods and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable analytical ability.

EXPERIENCE AND TRAINING:

General Experience:

Ten (10) years professional experience in tax administration.

Special Experience:

Two (2) years of the General Experience must have been in a supervisory capacity.

1. Supervisory capacity is defined as scheduling, assigning, overseeing work, establishing performance standards for employees and taking corrective measures to implement those standards.
2. For state employees this is the level of Revenue Examiner 4.

Substitutions Allowed:

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.
2. A Master's degree in accounting, business administration or taxation or a closely related field may be substituted for one (1) additional year of the General Experience.
3. A law degree from an accredited school of law or certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS:

Interested and qualified candidates who meet the above requirements must submit a completed state [Application for Examination and Employment \(CT-HR-12\)](#) form clearly indicating the posting number, to the e-mail address listed below.

E-mail address: Shabina.Bhura@po.state.ct.us

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Shabina Bhura at 860-279-5700 or Shabina.Bhura@po.state.ct.us.