ELECTRONIC DATA PROCESSING SUPERVISOR (TAX)

NATURE OF WORK IN THIS CLASS:

Plans, directs and implements the computerized and micrographics processing of individual, corporate, withholding, partnership, estates and trusts and local tax returns and the maintenance of all original tax returns records and related documents.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples listed do not include all the duties that may be performed.)

Plans, directs and implements the functional activities of the Electronic Data Processing Branch which includes tax data control, data entry for computer processing and records management of all original tax returns and documents.

Coordinates all branch activities with Data Processing Division of the Department of Administration; ensures income tax job run procedures with Department of Administration are executed according to guidelines specified.

Coordinates all branch activites involved in the implementation of the tax information data base. Works with other programs supervisors in the formulation of requirements for input and output of data, computation of interest and penalties and other information. Evaluates various internal forms being used and recommends/implements change needed to enhance the computerized tax processing system.

Develops work procedures and guidelines.

Plans and assigns work to be accomplished by subordinates. Sets priorities and prepares schedules for completion of work.

Evaluates performance of subordinates and recommends for the granting of denial of salary increments, a meritorious step increase award for outstanding performance and related personnel actions.

Effects minor disciplinary measures such as warnings and reprimands, recommending action in more serious cases.

Gives advise, counsel and instructions to subordinates on both work and administrative matters.

Identifies, plans and provides periodic training to subordinates on new applications or modification to the branch standard operation procedures and requirements.

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MINIMUM EXPERIENCE AND TRAINING:

A)   Three years of experience in computer operation works, including one year in the electronic data processing of income tax returns and information and graduatoin with a Bachelor's degree in computer science, business administration or related fields; or

B)   Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 36
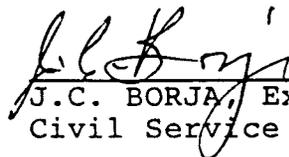
J.C. BORJA, Executive Director
Civil Service Commission