



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0340

ASSOCIATE DIRECTOR TAX ADMINISTRATION DIVISION

GRADE O

SCOPE OF WORK:

Work involves managing multiple non-audit related sections within the Tax Administration Division of the North Dakota Office of the State Tax Commissioner and coordinating the agency's discovery function.

DUTIES PERFORMED:

- Participate in the general management of the Division; assist in development, implementation, and administration of Division's plans, goals, mission, objectives, policies, procedures, and programs; assist in preparing the budget for the Division.
- Direct staff and activities involved with obtaining compliance with the state's tax laws; recruit, hire, train, develop, coordinate, monitor, and evaluate staff.
- Review and authorize settlement of large complex collection cases.
- Evaluate and coordinate Division processes to communicate with taxpayers and provide services.
- Coordinate the discovery function with the Division; develop and prioritize discovery projects and processes to identify noncompliance with tax laws; coordinate implementation with other sections of the agency; collaborate with state and federal agencies and third parties to obtain information; coordinate contact with taxpayers and oversee resolutions; coordinate data resources and records.
- Coordinate legislative activity for the sections; recommend changes to tax laws; review, analyze, and monitor proposed legislation and bills; testify on behalf of the agency; and implement new legislation.
- Represent the agency at state and national meetings and conferences.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting, business or public administration, statistics, economics, or other related field with coursework in accounting and four years of business or information technology related work experience that included supervisory experience.

Eff. Date: 9/12

Rev: 5/20 – Revised minimum qualifications