



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 0360

---

**SECTION SUPERVISOR  
OFFICE OF STATE TAX COMMISSIONER  
GRADE N**

**SCOPE OF WORK:**

Work involves planning, directing and supervising all activities of the Taxpayer Services or Compliance sections in the Office of State Tax Commissioner.

**DUTIES PERFORMED:**

- Manage section staff; identify development areas and provide training; evaluate performance and recommend salary increases; participate in staff recruitment, hiring, and disciplinary action.
- Manage section specific programs; conduct regular meetings and advise staff on policy matters and tax law/rules to resolve issues.
- Oversee enhancements and upgrades to the integrated tax system; monitor programming changes to ensure they comply with statutory directives; provide input relating to the conceptual design of new programs and maintenance of existing programs; oversee testing to verify system processes are working as expected.
- Coordinate section activities with other sections and divisions in the Department; collaborate on work items and special projects.
- Communicate with taxpayers, tax preparers, payroll services and other interested parties on behalf of the Tax Commissioner; review and respond to correspondence received; adjust accounts and re-issue notices based on newly discovered information.
- Develop, maintain and revise tax guidelines, notices and other official documents; provide updates to the Tax Commissioner on issues for inclusion in press releases or other public communications.
- Respond to surveys and inquiries from other states and organizations; prepare various administrative reports tracking the success of the section; assist other Department staff in preparing information during legislative session.
- Maintain detailed knowledge of tax laws, administrative rules and policies; communicate tax law and policies to internal and external stakeholders.
- Represent Office of State Tax Commissioner at regional and national tax administrative organization; participate in organization teleconferences and meetings; act as liaison between the Department and other member states; serve as a resource to the North Dakota legislative members representing North Dakota in national tax organizations.

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 with a major in accounting, business or public administration, statistics, economics, or a closely related field and four years of progressively complex related work experience, that included serving in a lead role. Related work experience must include work that demonstrates strong analytical skills and complex problem solving abilities.

Eff. Date: 3/14

Rev: 10/18 – Revised class title, scope of work, duties to include Compliance section and reviewed factor evaluation.