



**TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
invites applications for the position of:**

Franchise Tax Specialist

JOB POSTING #:	2D03.15
STATE CLASSIFICATION #:	1576
STATE CLASSIFICATION TITLE:	Program Specialist VII
SALARY GROUP:	B25
VACANCIES:	1
CLOSING DATE/TIME:	Continuous
SALARY:	\$5,258.66 - \$6,300.00 Monthly \$63,103.92 - \$75,600.00 Annually
LOCATION:	Austin, TX (SFA), Texas
DEPARTMENT:	Tax Administration (Tax Policy)

GENERAL DESCRIPTION:

Performs highly advanced (senior-level) consultative and technical services requiring specialized knowledge in Texas state and local taxes for the Tax Policy Division. Conducts research, evaluates research findings, and drafts responses to inquiries and provides consultative and technical services to agency program staff, the general public, other state agencies, and local governments. Works under minimal supervision with extensive latitude for the use of employee initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Interprets state and federal tax statutes, rules, and policies regarding taxes and fees administered by the Tax Policy Division for taxpayers, tax professionals, state officials, and agency personnel. Researches tax issues and makes appropriate recommendations for the administration of Texas state and local taxes. Drafts and reviews agency rules, private letter rulings and other agency publications and documents. Provides assistance to internal and external customers. Interprets requests for information; conducts research; consults with other section or agency personnel; drafts written responses to letters, faxes and emails; and responds to phone calls.
- Consults with the Administrative Hearings section to ensure the consistent implementation of policy regarding issues that are subjects of hearings. Prepares information to assist the Administrative Hearings section or the Attorney General's office in preparing for hearings or court cases. Assists Tax Policy Division staff in their participation in administrative hearings and court cases.
- Reviews proposed rules and amendments to existing rules that are drafted by Tax Policy analysts for compliance with agency policies and laws to minimize litigation risk to the agency and promote uniformity in form and content of agency rules.
- Prepares proposed rules and rule amendments to reflect changes in legislation, hearings decisions, court cases, or agency policy. Develops, amends and completes legislative summaries, notices, brochures, bulletins, letters or other mail-outs.
- Reviews private letter rulings drafted by Tax Policy Division and Tax Policy Review analysts for compliance with agency policies and laws and to minimize litigation risk to the agency.

- Develops and presents seminars, legislative training and update classes to agency employees. Attends and coordinates meetings with taxpayers, tax professionals, and industry representatives. Serves as guest speaker to industry groups to educate taxpayers regarding current tax laws, rules, agency policies and legislation.
- Provides legislative testimony on issues related to taxes administered by the Agency.
- Performs special projects and other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIREMENTS:

Education:

Graduation from an accredited four-year college or university.

Preferred Education:

Graduation from an accredited four-year college or university and graduation from an accredited law school with a J.D. degree.

Experience:

- Seven (7) years of legal experience, with three of those years working with taxes. Texas state and local taxes.
- Experience reviewing and editing the work product of others.

Preferred Experience:

- State of Texas experience working with taxes.
- Experience responding to written requests for information by phone, email or person-to-person.
- Experience writing reports, correspondence and materials for public dissemination.
- Experience providing Instructor-led training/workshops.

Note:

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in Adjutant General Corps, Administrative and Operations Support, Finance and Accounting or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call Human Resources at 512-475-3560/800-531-5441 for more information or assistance.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Texas state and local taxes
- Legal principles and practices
- Project management

Skill in:

- Research and analyzing
- Developing and presenting seminars
- Writing the minimum editing
- Editing the work of others
- Using effective written and verbal communication to convey information in a clear, concise manner (Communication)

- Identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (Problem Solving)

Ability to:

- Research, analyze and summarize key issues and ideas from reports, legislative bills, statutes, and administrative rules
- Analyze, evaluate, and summarize legal issues and findings
Interpret and apply laws
- Use a personal computer in a Windows environment to include the use of Microsoft software and some mainframe functions
- Establish and maintain working relationships with co-workers, agency staff and management to achieve common goals (Teamwork)
- Plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy (Adaptability)
- Consistently meet internal and external customer needs and expectations in a professional manner (Customer Service)
- Act in the best interest of the agency, maintain confidentiality and continually strive to improve self and job performance (Professional Conduct and Development)
- Maintain confidentiality and protect the privacy of state employees, taxpayers and other members of the public (Privacy and Information Security)

Work Hours:

8 a.m. to 5 p.m., 40 hour work week, Monday through Friday. May occasionally work evenings, weekends or holiday. Hours may change based on business needs.

Travel:

5% or less

Physical

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

This position requires the incumbent to primarily perform sedentary office work; however, mobility (standing and walking) is routinely required to carry out some duties. It requires extensive computer, telephone and client/customer contact. It requires the ability to bend, stoop, kneel, and reach as needed for filing and similar routine office duties. The job also requires normal cognitive abilities requiring the ability to learn, recall, and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory requirements are required for reading printed materials and computer screens and communicating with internal and external customers. The individual must be able to transport a laptop computer and printer to various locations to conduct necessary work. The individual must be able to lift, pull, physically handle, and transport taxpayer records, documents, boxes, and all related information, weighing up to 30 pounds when required. The individual must be able sit for long periods of time to drive to and from assigned destination.

NOTES:

- Applicants may be asked to participate in a skills demonstration and/or presentation.
- Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.
- CPA employees in the same job classification, if selected, will be laterally transferred with no increase in salary. (An example might be an Accounts Examiner III in Revenue Administration who moves to an Accounts Examiner III in the Enforcement division.)
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

VETERANS:

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

IMPORTANT NOTE TO ALL APPLICANTS:

Unless otherwise indicated on specific postings, regular attendance is an essential job requirement of all positions. Your application for employment with the Comptroller of Public Accounts may subject you to a criminal background check. All positions requiring a degree and/or licensing require proof of degree and/or license at time of interview. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

Thank you for considering employment at the Comptroller of Public Accounts! The Comptroller's office is an equal employment opportunity employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.comptroller.texas.gov/careers/>

Position #2D03.15
FRANCHISE TAX SPECIALIST
JS

111 East 17th Street #124
Austin, TX 78774
512-475-3560

human.resources@cpa.texas.gov

Franchise Tax Specialist Supplemental Questionnaire

- * 1. Your responses to the questions below must also be stated in the appropriate sections of your state application. For example, if the position requires experience using MS Word and/or MS Excel, that experience must be indicated in the Duties and Responsibilities section. Please certify that all the information concerning your application is true and complete, and that you understand that any misstatement, falsification or omission may be grounds for refusal to hire or if hired, termination. Click "Yes" that you have read and understand this statement.

Yes

- * 2. Which of the following best describes your level of education?

- High School or GED
- 30 hours college
- 60 hours college
- 90 hours college
- 120 hours college
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- PhD
- JD

- * 3. How many years of legal experience do you have?
- 10 or more years of experience
 - Nine years of experience but less than ten years of experience
 - Eight years of experience but less than nine years of experience
 - Seven years of experience but less than eight years of experience
 - Six years of experience but less than seven years of experience
 - Five years of experience but less than six years of experience
 - Four years of experience but less than five years of experience
 - Three years of experience but less than four years of experience
 - Two years of experience but less than three years of experience
 - One year of experience but less than two years of experience
 - Less than one year
 - No experience
- * 4. How many years of experience do you have working with taxes?
- Five or more years of experience
 - Four years of experience but less than five years of experience
 - Three years of experience but less than four years of experience
 - Two years of experience but less than three years of experience
 - One year of experience but less than two years of experience
 - Less than one year
 - No experience
- * 5. How many years of work experience do you have reviewing and editing the work product of others?
- Five or more years of experience
 - Four years of experience but less than five years of experience
 - Three years of experience but less than four years of experience
 - Two years of experience but less than three years of experience
 - One year of experience but less than two years of experience
 - Less than one year
 - No experience
- * 6. How many years of experience do you have administering Texas state taxes?
- Five or more years of experience
 - Four years of experience but less than five years of experience
 - Three years of experience but less than four years experience
 - Two years of experience but less than three years experience
 - One year of experience but less than two years experience
 - Less than one year experience
 - No experience
- * 7. Identify the types of Texas taxes you have administered? (Check all that apply.)
- Insurance
 - Fuels
 - Franchise
 - Sales
 - None of the above
- * 8. Are you an attorney in good standing with the Texas State Bar Association?
- Yes
 - No

* 9. How many years of experience do you have with the Texas state administrative hearings process?

- Five or more years of experience
- Four years of experience but less than five years of experience
- Three years of experience but less than four years of experience
- Two years of experience but less than three years of experience
- One year of experience but less than two years of experience
- Less than one year
- No experience

* Required Question