



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE COLLECTION OFFICER

Job Number: 20001819
Job Code: 95850V160116
Job Group: 9500 - REVENUE
Job Established: 10/16/1989
Job Revised: 01/16/2016

Grade: 13	Salary (MIN - MID):	Special Entrance Rate:
	\$16,432-\$21,875 - Hourly	NONE
	\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts professional level actions in the collection of delinquent taxes. Assists other collections personnel in performing their duties. Assists in the training of employees. Provides functional supervision as required; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years experience in tax administration or professional level tax or public sector collections.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Two years experience in professional level tax administration, accounting, business administration, or collections will substitute for each year of required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

In a manual or automated environment, performs professional level duties in the collection of delinquent state taxes. Assist lower grade collection personnel in the performance of their duties. Utilizing a detailed knowledge of collection policy and procedures related to collection cases, initiates enforced collection action including bank and wage attachments, equity and lien priority determinations, and court actions, and the seizure of tangible assets. Holds conferences with taxpayers and/or their representatives and oversees conferences held by other collections personnel. Analyzes financial statements to determine the most feasible collection action. Contacts competing creditors, banks and bonding companies and their legal representatives. Prepares affidavits, memoranda, reports and other correspondence for internal and external use to effectuate collections, including documents required for court appearances. Provides taxpayer assistance. Makes adjustments to and/or updates collection cases using accounting documents and/or a CRT. Advises and trains lower grade collection personnel. Reviews the work of other collections personnel as directed by the supervisor.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Frequently works in a hostile environment. May require travel with occasional overnight stays.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.