

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Tax Administration Services Bureau
4. Civil Service Position Code Description Treasury Cust Srv Rep-E	10. Division Individual Income Tax
5. Working Title (What the agency calls the position) Customer Service Representative	11. Section Customer Contact/Return Process/Strategic Learning & Issues Management/Filing Accuracy & Integrity
6. Name and Position Code Description of Direct Supervisor MULTIPLE; OFFICE SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor MULTIPLE; DEPARTMENTAL SUPERVISOR-3	13. Work Location (City and Address)/Hours of Work Operations, Dimondale, MI Monday-Friday 8:00a.m. - 5:00p.m.

14. General Summary of Function/Purpose of Position

This position serves as the primary contact for taxpayers, in a service center environment, providing information and assistance related to the taxes and fees administered by the Individual Income Taxes Division. Employees utilize a knowledge base and case management tools to handle complex assignments that contribute to the goals and mission of the Individual Income Taxes Division and the Department of Treasury. The individual employs appropriate customer service techniques while managing inquiries received by phone and electronic communication channels. Employees provide instruction to taxpayers regarding policies, procedures, and points of law that apply to the taxes and fees administered by the division. The individual answers questions regarding the taxes and fees collected, explains return or form adjustments, reviews billing notices, and responds verbally or in writing to inquiries received from the public or department personnel. Employee references and explains statutes governing the administration of taxes and fees served by Individual Income Taxes, and explains procedures involved in preparing and correcting returns and forms.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage: 55**

Responds to taxpayer inquiries in a call center environment in accordance with established policies and procedures. Responses include explanation of general tax information, tax refunds, return adjustments, filing requirements, and outstanding liabilities. Assist taxpayers by verifying payments received and locating missing payments, providing account breakdowns, explaining line-by-line instructions, directing taxpayers to self-service websites, and explaining assessments. Process amended returns or adjustments based on communication received from taxpayers.

Individual tasks related to the duty:

- Uses appropriate customer service techniques while providing information.
- Respond to inquiries related to refund status or requests for returns, forms, or other documents.
- Asks additional questions of caller to seek clarification and provide appropriate service.
- Research issues, using tools and resources, to provide account specific answers to taxpayers or their authorized representative.
- Review tax returns, outstanding liabilities, and payments, while considering unique filing situations, to assist taxpayers. Additional research needed to respond to customer inquiries include a review of assessments and an understanding of collection policies related to delinquent accounts.
- Proficient with Treasury systems required while processing returns, correspondence, and conducting research of customer issues.
- Examine completed returns based on area business rules.
- Complex inquiries received by telephone may require detailed note keeping and follow up with taxpayer. Inquiries may be forwarded to senior level CSR based on determination of supervisor.
- Provide self-service options to taxpayers for ongoing management of account.

Duty 2**General Summary:****Percentage: 20**

Reviews the correspondence received in accordance with established policies and procedures. Take actions necessary to resolve issues such as changes to tax returns including penalty and interest, filing requirements, refund status inquiries, and assessments of deficiencies. Resolution may include written responses provided to the taxpayer via mail or electronic communication.

Individual tasks related to the duty:

- Respond to inquiries related to filing returns/forms, refund questions, and submission of license applications.
- Identify errors on returns or forms submitted to the department and processes for resolution.
- Respond to customer inquiries which are straightforward in nature and do not require development of novel explanations or in-depth statutory citation.
- Interacts with customers via telephone or in writing to answer questions regarding adjustments made.
- Utilizes knowledge base information to answer customer inquiries.

Duty 3**General Summary:****Percentage: 20**

Reviews the returns, return errors, and/or other agency documents in accordance with established policies and procedures. This includes returns/forms which are regularly received by the department, containing errors which are deemed familiar in nature and for which policy/procedure determinations have been established related to resolution.

Individual tasks related to the duty:

- Process returns and forms, reviewing documentation and support provided to verify accuracy of information submitted.
- Process returns and forms which may require careful review due to multiple payments or schedules, but for which policy or procedure has been established.
- Examine amended returns and forms for correctness, including correction of previous error in submission.

Duty 4**General Summary:****Percentage: 5**

Other related duties and special projects as assigned.

Individual tasks related to the duty:

- Participates in special projects related to systems and procedures within the work area.
- Notifies leadership when ambiguity exists, or appropriate procedural information is unavailable resolve specific issues or questions.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Handle complicated, sensitive and unique taxpayer issues.

17. Describe the types of decisions that require the supervisor's review.

Issues of first impression that may have impact on the public or staff. Analysis of new legislation and any deviation from the Department's established policies and procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort and environmental conditions are similar to those in a normal business office operation; air temperature and lighting. These include sitting and utilizing a personal computer for long periods of time. High exposure to advanced technology. The individual may also have to occasionally transport containers weighing between 10 and 20 pounds.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| ☐ N | Complete and sign service ratings. | ☐ N | Assign work. |
| ☐ N | Provide formal written counseling. | ☐ N | Approve work. |
| ☐ N | Approve leave requests. | ☐ N | Review work. |
| ☐ N | Approve time and attendance. | ☐ N | Provide guidance on work methods. |
| ☐ N | Orally reprimand. | ☐ N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

As a representative of the Department, this position interacts with customers in a contact center environment utilizing knowledge base and case management tools to answer questions and resolving account problems using appropriate customer service techniques. Includes all requirements listed in Section 18 of this PD.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No change.

25. What is the function of the work area and how does this position fit into that function?

The Individual Income Tax Division is responsible for the timely and quality processing of Individual Income Taxes, responding to customers, and overall operational performance measurement. This position's primary function is to serve as the primary customer contact in a multi-channel service center environment utilizing knowledge base and case management tools to resolve taxpayer inquiries.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Treasury Customer Service Representative 6

One year of experience responding to customer inquiries and resolving problems.

Treasury Customer Service Representative 7

Two years of experience responding to customer inquiries and resolving problems, including one year equivalent to a Treasury Customer Service Representative 6.

Treasury Customer Service Representative E8

Three years of experience responding to customer inquiries and resolving problems, including two years equivalent to a Treasury Customer Service Representative 6 or one year equivalent to a Treasury Customer Service Representative 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Employee must be able to effectively communicate with the public, analyze the situation regarding tax related matters and resolve them. Employee must develop a good understanding of the State of Michigan and Federal Income Tax Laws and the internal workings of the Tax Administration Services Bureau.

CERTIFICATES, LICENSES, REGISTRATIONS:

FTINPRINT sub-class code. This position has access to Federal Tax Information (FTI).

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date