**Revenue Agent 1**

**(6887AR) AR19**

***This class is accountable for the collection and investigation of overdue accounts to secure the full amount of revenue owed to the State.***

*EXAMPLES OF DUTIES*

Contacts tax debtors or lottery agents to secure full payment;

Locates tax debtors or lottery agents and levy sources;

Seeks information relative to the financial standing of debtors;

Arranges for installment payments;

Corresponds with debtors, accountants, and attorneys;

Prepares investigative reports;

Assists taxpayers in the preparation of returns or accounts owed;

Identifies accounts which require issuance for warrant, hearing, abatement or attorney action and confers with employees of a higher level concerning appropriate action;

Conducts in-house research to resolve disputes;

Maintains complete and accurate records of contacts and relevant information;

Updates departmental records;

Makes recommendations pertaining to collection procedures;

Performs related duties as required.

*KNOWLEDGE, SKILL AND ABILITY*

Knowledge of the methods and procedures used in interviewing/investigating; knowledge of accounting principles; some knowledge of and ability to interpret rules and regulations pertaining to collection procedures; considerable interpersonal skills; oral and written communication skills; skill in performing arithmetical computations; ability to utilize computer software.

*MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE*

**Five (5) years of experience** in collections, police, accounting or investigatory work in a regulatory enforcement agency, financial institution, credit bureau, retail sales credit department, industrial or governmental security agency.

*MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED*

College training may be substituted for the General Experience on the basis of 15 semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

*SPECIAL REQUIREMENTS*

Incumbents in this class may be required to travel.

Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator’s license.

Incumbents in this class may be required to speak a foreign language.

*WORKING CONDITIONS*

For those positions assigned to the field, incumbents in this class may be exposed to situations which could result in injury.