

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Tax Appeals Board Member

SERIES NO.:
6223

MAJOR AGENCIES:
Board of Tax Appeals only

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the tax appeals board member occupation is to participate in all meetings of board &/or execute laws & rules governing board in accordance with Chapter 5703 of Revised Code.

CLASS TITLE:

Tax Appeals Board Member

CLASS NUMBER:

62231

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The managerial class level works under administrative direction from Governor of Ohio & requires thorough knowledge of Ohio's tax laws in order to serve as board member, participate in meetings of board &/or execute laws & rules governing board in accordance with Chapter 5703 of Revised Code, promulgate, amend & rescind rules & procedures, appoint executive director & required staff as outlined in Section 5703.02 (B) of Revised Code, hold hearings pursuant to Chapter 5703 of Revised Code, maintain journal of all proceedings & vote of each member, assist in & approve budget & perform public relation functions.

CLASS TITLE Tax Appeals Board Member	CLASS NUMBER: 62231	BARGAINING UNIT: EX
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EFFECTIVE DATE

01/05/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Participates in all meetings of board &/or executes laws & rules governing board in accordance with Chapter 5703 of Revised Code, appoints executive director & required staff as outlined in Section 5703.02 (B) of Revised Code & approves preparation of departmental budget.

Hears & makes determinations of questions of law & fact regarding state tax laws in appeals from decisions, orders, determinations, or actions of any tax administrative agency pursuant to Section 5703.02 (A) of Revised Code.

Maintains journal recording all proceedings of board to include vote of each member on every action taken; performs duties related to tax law (e.g., administers oaths; certifies to official acts; issues subpoenas; takes action to enforce subpoenas &/or sanction for violation).

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. of exp. in business administration. At least two members of the board shall be attorneys admitted to the practice of law in Ohio & 6 yrs. exp. in practice of Ohio tax law.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

Must give bond per 5703.03 of Ohio Revised Code.