

KANSAS DEPARTMENT OF REVENUE

Classification Title: Special Investigator II

Percentage	Description
50%	<p>Plans, organizes and conducts independent, thorough, in-depth investigations, research and review of alleged violations from the point of suspicion to the conclusion of any administrative, civil or criminal proceedings for all state taxes administered by the Department of Revenue which includes: retailers sales, compensating and use, withholding, corporate and individual income, homestead, liquor excise, transient guest, motor fuel and misclassification which are major taxes, there are also small taxes as well. Locates and examines records and transaction relating to the allegation. Investigate records and falsified documentation for the purpose of registration, employment verification and licensures. Conduct investigations on out-of-state business owners for proper registration to conduct business in the State of Kansas. Obtains, verifies, corroborates and prepares information to establish essential elements of proof and validation. Performs independent interviews of essential individuals to obtain all essential facts and assesses the value of the information received. Uses resourcefulness and creative thinking to resolve complex investigative problems, and to anticipate and cope with extenuating circumstances and situations. Determines and recommends corrective action in accordance with the law. Perform investigation tasks including ordering IRS records, writing professional level detailed narratives, logging all activities, logging all evidence and the preparation of a prosecution summary. Executes administrative subpoenas, tax warrants, personal and tangible property seizures, and seizes financial accounts at banking institutions. Must be knowledgeable of statutes and regulations regarding the taxes and fees administered by the Department of Revenue pertaining to each case to ensure compliance with the law and regulations. Knowledge of ownership types and ownership liabilities within the tax arena is required. Communication and cooperation with other agency's involved as appropriate. Establish and cultivate contacts and resources with other federal, state and local agencies such as federal, state and local law enforcement, KBI, IRS, state, county and city leaders. Performs detailed data analysis using a variety of SQL and database utilities as needed. Appear in administrative hearings, appeals and at civil and criminal proceedings as a professional witness based on case investigation. Identify and quantify the value of loss or attempted loss of revenues when appropriate. Must have a clear understanding of how fraud is committed and how it can be identified as it relations to Kansas tax laws, regulations and agency policies. Must have a thorough knowledge of all tax types administered by the Kansas Department of Revenue. Use of a variety of communication skills and special techniques to interact formally and informally all victims, suspects, essential individuals and contacts. Investigations and research may require travel throughout the State of Kansas.</p>
30%	<p>Design and create complex data research strategies and reports to support reported tax fraud schemes. Analyzes a variety of statistical, financial and program data to identify and track possible fraud trends and issues within the operating processes. Identify, document, and provides supporting statistics for the development and implementation of technological enhancements and documentation to maximize efficient operations and reduce tax evasion and abusive tax scheme. Develop, review, recommend, and assist in the implementation of policies and procedures to detect and prevent the occurrence of fraudulent, illegal, or improper activities with the assurance of adequate controls.</p>
15%	<p>Identifies new potential fraud trends and methodologies through continued communications with KDOR associates, managers, external governmental agencies, law enforcement, federal agencies, other state agencies, and other various resources. Provide value-added services that are critical to deterring and preventing illegal activity and fraud focusing on inherent risks in various processes and procedures, and more specifically risks of fraud. Attend and participate in regular</p>

Percentage	Description
	and national symposium to establish network contacts and seek additional information on deterrence of fraud, what works and what does not work, and perform presentations on tax fraud program in the State of Kansas.
5%	Perform duties in a professional, fair, respectful and responsive manner. Follow the Department of Revenue, Compliance Enforcement and Field Services policies, guidelines, procedures and legal issue papers. Maintain reports to keep management informed of activities and status of investigations. Participate in special projects or groups as a subject matter expert as required by managers to ensure the operation of the bureau.