

KANSAS DEPARTMENT OF REVENUE

Classification Title: Administrative Specialist

Percentage	Description
30%	Codes accounts in ACM and ATP with bankruptcy information received. Information is captured from the bankruptcy petitions received from the Federal Bankruptcy Courts showing Chapter 7 no asset, Chapter 7 asset, Chapter 11, Chapter 12, or Chapter 13 bankruptcy filed. Match information with the correct individual by verifying their Social Security number and entering the date the petition was filed, the creditor's meeting date, the trustee name and phone number and the attorney name and phone number in ACM as shown on the petition received. Enter bankruptcy chapter filed, case number, and filing date in ATP. Route the account to appropriate work state in ACM for follow up by the customer representative. Enter dismissal or discharge date on bankruptcy cases from the documentation received from the Federal Bankruptcy Courts at the time a bankruptcy case is closed. Reroute account to appropriate work state in ACM for follow up by a customer representative.
30%	Research bankruptcy correspondence daily. Bankruptcy correspondence is sent to KDOR through the post office and through KDOR's bankruptcy e-mail. KDOR's bankruptcy e-mail must be worked daily. Correspondence is file stamped, documented in ACM with a specific note, noted with a case number on the correspondence, and assigned to the appropriate bankruptcy agent.
15%	Reviews bankruptcy payments and determines through research as to where the payments should be applied in ATP. Bankruptcy payments are then processed using the in-house voucher program and other specific remittance documents. Ensures all payments applied to the appropriate tax account periods by thoroughly researching systems used to apply and track payments and filed pleadings and KDOR's records. Compare balances on KDOR's systems to those listed on court records and notify customer representatives of any significant discrepancies.
15%	Enter payments into state payment system (SMART) for payment of refunds of court fees. Answers Bankruptcy ACD phone lines and assists taxpayers with questions or directs the calls to the appropriate area. Reviews, works, and maintains the Warrants on the Web system with accuracy.
5%	Prepare the following legal pleadings; Satisfactions of Judgment and dismissals of warrants in ACM for filing with District Courts for individuals who pay their individual income tax debts in full or who provide the necessary documentation to be released, on which a judgment has been previously recorded in District Court. Ensures the case balance on all legal actions have been completely satisfied and there are no pending items or further adjustments to the account or individual tax periods that need to be made prior to issuing the Satisfaction of Judgment. Accuracy is critical as once a Satisfaction Judgment has been issued, KDOR loses all legal rights to pursue collection of the outstanding debt. Prepares tax warrants for filing with 105 County District Courts and subsequent issuance to county sheriff's and KDOR agents on outstanding individual income tax debts owed to the State of Kansas by accessing tax warrant legal pleading templates on ACM system and encoding county, debtor(s), tax type, deficient periods and amount of deficiency. Verifies that the Statute of Limitations has not expired on tax account periods included on warrant requests. Ensures that liabilities are final and proper due processing has been granted to the customer prior to filing a tax warrant. Code ACM with tax warrant filing data from District Courts, including case number, and filing date. Enter sheriff service information from the returns of service received. Route cases to appropriate functional area and works dates in ACM for follow-up and further review by customer representatives.
5%	Other duties as required by team leaders and KDOR management to assist in the orderly administration of the Civil Tax Enforcement with regard to the garnishment and bankruptcy process. Such duties may include participation in problem identification and resolution teams, assignment to test teams and assignment of tasks necessary to complete special initiatives as directed by team leaders and KDOR management. Maintains state-issued equipment to maximize performance and minimize cost.