

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV33102
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	16
Workers Comp Code:	8803		

Job Code Established:	12/27/84	Effective Date:	12/27/84
Job Code Revised:	03/08/00	Effective Date:	

JOB CODE SERIES: Auditor Series

JOB CODE TITLE: REVENUE AUDITOR I

HRIS TITLE: REVENUE AUDITOR I

CHARACTERISTICS OF THE CLASS: Works under close supervision. Has the authority to verify accuracy of tax returns and refunds and recommend changes to tax liabilities. Audits routine State tax returns filed by individuals, partnerships and sole proprietors and verifies accuracy and legality of wages, federal income tax paid, deductions for dependents and other personal exemptions; researches prior years' tax returns, employer's reports of wages, federal revenue agents' reports, federal tax returns and public records; detects noncompliance with State tax filing laws; computes and assesses or recomputes tax liabilities and prepares assessment or refund notice as needed; assists taxpayer as required. Audits of tax documents completed; tax liabilities or refunds verified; cases of noncompliance with filing laws identified and referred; assistance provided to taxpayers.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Computes amounts of taxes due, after examination of a variety of relevant documents in a revenue program. Examines federal and state tax reports and records to determine accuracy of tax returns and to obtain information for use in making decisions relative to tax liabilities. Searches for and retrieves information from files, and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system, as reflected in the records; this communication may be by telephone or by direct personal contact. Confers with vendors by telephone or personal contact; explains and instructs in sales and use tax rules and regulations, and in correctly completing sales and use tax forms. Computes taxes for taxpayers when such assistance is requested.

Compares data from several sources to assure accuracy of report statements, descriptions, or phraseology, according to established criteria, and relying upon some knowledge of the subject material. Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or consultation. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decision. Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to journeyman worker level in the work system. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of accounting and auditing; Federal and State tax documents and their uses. Federal State laws, rules and regulations as they pertain to income, sales and use taxes; policies and procedures established for the work system.

Skill/ Ability to: apply auditing and accounting techniques; performing detailed examinations of State tax documents. ; applying Federal and State laws, rules and regulations as they pertain to income, sales and use taxes; analyzing and evaluating taxpayer claims; mathematical computation; interpersonal relationship; oral and written communication; complete accurate and timely work products.