

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV33111
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	05	Grade:	14
Workers Comp Code:	8803		

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

JOB CODE SERIES: Auditor Trainee Series

JOB CODE TITLE: REVENUE AUDITOR TRAINEE

HRIS TITLE: REVENUE AUDITOR TRNE

CHARACTERISTICS OF THE CLASS: Works under constant and close supervision. Authority to review and detect inconsistency in financial records and makes recommendations. Learns to perform field or office audits to determine tax liabilities involving one or more of the State's taxes (income, withholding, sales, use, fuel or property); learns to prepare working papers and to record and summarize data for use in audit memorandum; learns to apply and interpret Federal and State tax laws, rules and regulations. Completed audit reports.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Examines those portions of the financial records of businesses that relate to questions of state taxation; examines ledgers and journals. Computes taxes for taxpayers when such assistance is requested. Reviews taxpayer problems and questions concerning tax calculations, inconsistencies in reported information, interpretations of statutes or regulations; makes recommendations. Attends periodic workshops or training sessions to improve working knowledge and skills at elementary working level in work system. Reads and studies instructional or informational material in order to increase and expand knowledge base at elementary working level in the work system. Searches for and retrieve information from files and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system; this communication may be by telephone or by direct personal contact. Attends staff meetings of the work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, and receiving advice, counseling and instruction. 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. Performs related work as required.

WORK CONDITIONS: Infrequent travel during learning periods.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of auditing and accounting. Knowledge of Federal and State tax laws, rules and regulations as they pertain to income, sales, use, fuel or property taxes. Knowledge of computerized products used in auditing and accounting systems and processes. Knowledge of the policies and products established for the work system.

Skill/Ability to: apply auditing and accounting methods and techniques. Skill in applying and interpreting Federal and State income, sales, use, fuel or property tax laws. Skill in using computerized products in accomplishing audits. Skill in mathematical computations. Skill in oral and written communication. Skill in interpersonal relationships. timely and accurate work products.