

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV 33113</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>8803</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	<b>09/28/92</b>
<b>Job Code Revised:</b>	<b>03/08/00</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Revenue Auditor Series

**JOB CODE TITLE:** REVENUE FIELD AUDITOR II

**HRIS TITLE:** REVENUE FIELD AUDITOR II

**CHARACTERISTICS OF THE CLASS:** Works under general supervision. Has the authority to determine the scope and depth of an audit; to assign tasks to and review the work of subordinate team members; to interpret Federal and State tax laws; to conduct pre-and exit-interviews. Performs field audits of the financial records of intra- and interstate businesses of average to considerable complexity; determines tax liabilities involving one or several (depending on work assignment) of the state's taxes (income, sales, withholding, use, fuel, property or estate); prepares working papers and recommendations for the final audit memorandum; may serve as lead except for the most complex of business. Work product consists of audit reports completed; taxes assessed. Responsible for completing all audit reports and tax assessments in a timely and accurate manner; as lead, for reviewing and evaluating the work performed by team members; for attending tax hearings to testify in defense of agency's position.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Computes taxes for taxpayers when such assistance is requested. Examines applications, tax records and other relevant data prior to audit of business records, to determine scope of audit needed and exact procedure required. Computes amounts of taxes due, after examination of a variety of relevant documents in a revenue program. Prepares certificates of assessment for various tax collection agencies, based on own appraisal of properties. Examines all financial records of a business subject to taxation; accounts for all factors affecting taxation of various kinds. Confers with superior, presenting and resolving difficult problems or question, discussing plans and actions to be taken, making decisions. Reads and interprets state, federal and local codes, laws and regulations in order to prepare reports or utilize in work activities. Composes correspondence dealing with subject matter in standard or established ways, but allowing for some discretion in treatment; may type the correspondence.

Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operations. Explains agency policies, procedures and practices to applicants, clients, representatives of other agencies, or outside individuals or groups. Conducts and participates in in-service training and staff development programs for regularly employed staff. Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to or for effective performance as senior journeyman worker or highly skilled technician level in the work system. Testifies in court or in formal hearings as an expert witness. Performs related work as required.

**WORK CONDITIONS:** Frequent travel with overnight stays.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** principles and practices of auditing and accounting; federal and state laws, rules and regulations as they pertain to income, sales, use, fuel, property or estate taxes; computerized products used in auditing and accounting systems and processes; policy and procedures established for the work system.

**Skill/Ability to:** applying auditing and accounting methods and techniques; applying and interpreting federal and state laws as they pertain to income, sales, use, fuel or property taxes; using computerized products in accomplishing audits; applying and interpreting policies and procedures established for the work system; work leadership; mathematical computation; oral and written communication; interpersonal relationships.