

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV33114</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>21</b>
<b>Workers Comp Code:</b>	<b>8803</b>		

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

**JOB CODE SERIES:** Revenue Auditor Services

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

**HRIS TITLE:** REVENUE FIELD AUDITOR III

**CHARACTERISTICS OF THE CLASS:** Works under minimal supervision. Has the authority to determine the scope and depth of audits; as team leader, to assign tasks to, reviews and approves work of team members; to interpret the most complex of Federal and State tax laws. Performs field audits of the financial records of intra- and interstate businesses of considerable complexity; determines tax liabilities involving one or several of the State's taxes (income, withholding, sales, or use); conducts pre- and exit-interviews with auditee; serves as lead for audits of the most complex businesses. Work product consists of audit reports completed; taxes assessed. Responsible for assuring that all audit reports and tax assessments have been completed in a timely and accurate manner; for attending tax hearings to testify in defense of agency's position; as a lead, for reviewing and evaluating work performed by team members.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Inspects and examines tax returns; makes determinations and recommends returns for tax audits. Reviews taxpayer problems and questions concerning tax calculations, inconsistencies in reported information, interpretation of statutes or regulations; exercises judgment and discretion; resolves problems, makes determinations. Computes amounts of taxes due, after examination of a variety of relevant documents in a revenue program. Prepares certifications of assessment for various tax collection agencies, based on own appraisal of properties. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Instructs staff members in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system. Conducts and participates in in-service training and staff development programs for regularly employed staff.

Attends professional seminars, meetings, conference; gives and receives information helpful in work system operation. Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Attends periodic workshops or training sessions to improve working knowledge and skills at senior worker level in work system. Reads and studies instructional or informational material in order to increase and expand knowledge base at level of senior worker or technician 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, or property taxes; computerized products used in accounting systems and processes; policies 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; work management and leadership; mathematical computation; oral and written communication; interpersonal relationships.