

BUSINESS TAX SERVICE SPECIALIST I

NATURE OF WORK IN THIS CLASS:

This is technical work involving the enforcement and administration of the gross receipts tax, use tax, hotel occupancy tax and related local taxes.

Employees in this class after initial training independently perform the full range of verification and processing of local tax returns covering sole proprietorships, corporations, partnerships and non-profit organizations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Explains to the general public the requirements and application of the local tax laws, such as the gross receipts tax, use tax; explains how the various tax forms are to be completed and the filing requirements, interest and penalty charges.

Verifies monthly gross receipts returns filed, insuring proper completion of the returns and the accuracy of the deductions and exemptions reported; recomputes tax liability and advises taxpayers of any additional assessment on tax and of any penalty and interest charges in accordance with established procedures.

Reviews applications of non-profit organizations to insure completeness of information, the required signatures are affixed and the required documents accompany the application.

Identifies non-filers or delinquent taxpayers through office records and completes tax delinquent investigation form for further action to be initiated by the Collection Branch.

Witnesses the withdrawal of tobacco at the bonded warehouses.

Maintains taxpayer record files.

Operates adding/calculating machine.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of common business practices.

Knowledge of standard office practices.

Ability to learn and apply pertinent tax laws, rules, regulations, and other program guidelines.

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Ability to follow oral and written instructions.

Ability to compute and ascertain tax liability in accordance with program guidelines.

Ability to work effectively with employees and the public.

Ability to maintain confidential information.

Ability to maintain records.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

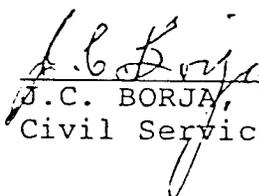
- a) Two years of experience in the technical processing of tax returns and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

ESTABLISHED: October, 1984

PAY RANGE: 27



P.C. BORJA, Executive Director
Civil Service Commission