

TAX AUDITOR I**NATURE OF WORK IN THIS CLASS:**

This is routine technical tax auditing work under controlled situations.

Employees in this class review and examine simple tax returns in the office for compliance with tax laws and regulations independently after initial training, and work under closer supervision in a variety of more complex developmental assignments.

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

Reviews and audits simple tax returns and related papers in substantiations of deductions claimed in the office to determine correct tax liability in accordance with tax laws and regulations. Potential tax issues have been isolated and an examination plan is suggested by the supervisor on new developmental assignments.

Contacts taxpayers by letter or telephone to obtain additional information; verifies arithmetic computations on tax returns; computes penalty and interest charges; recomputes tax liability.

Explains audit results and the basis for any adjustments to the taxpayer and attempts to get agreement.

Prepares audit reports supported by working papers.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Ability to learn and apply tax auditing techniques and methods.

Ability to learn, interpret and apply tax laws, rules and regulations.

Ability to analyze tax returns and related documents to determine irregularities and tax liability.

Ability to make arithmetic computations with accuracy and speed.

Ability to maintain confidential information.

Ability to exercise sound judgment in analyzing tax issues and determining courses of action.

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Ability to work effectively with the public and employees.

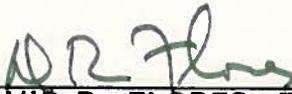
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare audit reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) One year of experience in bookkeeping work and graduation from high school, including or supplemented by courses in bookkeeping;
or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission