

TAX TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

This is technical and clerical work involving the electronic data processing and control of income and local tax returns and documents.

Employees in this class independently perform the full range of quality verification, data entry, and mathematical processing of complex income and local tax returns and documents. Work requires the operation of electronic data communication equipment.

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.)

Receives a variety of tax returns, including complex individual, corporation and partnership returns for electronic data processing.

Refers unusual reporting of data on tax documents and any mathematical discrepancies to appropriate branch within the department for further examination; reviews revenue agents/auditors reports and enters changes.

Transcribes to data entry format adjustments submitted on the mathematical error report of tax documents.

Maintains and revises standard source documents and entry formats.

Provides input on disposition of unprocessed returns.

Operates adding machines and calculators.

Prepares report on quantity of documents data captured, rejected and unprocessed.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of tax laws and regulations pertinent to the processing of income and local tax returns.

Knowledge of the applications of the different kinds of tax forms, documents and schedules.

Knowledge of standard office practices and procedures.

Ability to spot unusual reporting of information and mathematical discrepancies on tax returns and documents.

Ability to prepare complex data entry formats according to guidelines.

Ability to follow oral and written instructions.

Ability to maintain confidential information.

Ability to work effectively with employees and the public.

Ability to operate adding and calculating machines.

Skill in the operation of electronic data communication equipment.

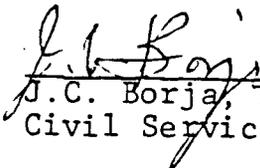
MINIMUM EXPERIENCE AND TRAINING:

a) Two years of experience in the electronic data processing of income tax returns and graduation from high school; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: October, 1984

Pay Range: 15



J.C. Borja, Executive Director
Civil Service Commission