

TAX TECHNICIAN I

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.

Employees in this class process simple individual income and local tax returns independently after initial training, and perform complex developmental assignments under close supervision. Work requires the operation of micrographics equipment, alpha and/or alpha numeric 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.)

Processes simple individual income and local tax returns, data capturing required information in simple to moderately complex entry formats; spot checks and reports unusual tax declarations or information on tax returns and documents.

Reviews tax returns mathematical error reports and prepares adjustments needed for re-entry.

Refers mathematical and other discrepancies on tax returns to tax specialists or tax auditors for review and action.

Ensures accuracy of output reports and maintains all related tax documents and data.

Operates calculating machines and micrographics and data communication equipments.

Prepares reports on quality of documents data captured, rejected and unprocessed.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operation of micrographics and data communication equipment.

Knowledge of standard office practices and procedures.

Ability to learn and apply the filing and processing requirements and procedures of income and local tax returns.

Ability to learn and apply the use of the various tax forms, documents and schedules to compute tax liability.

Ability to follow oral and written instructions.

Ability to work effectively with employees and the public.

Ability to maintain confidential information.

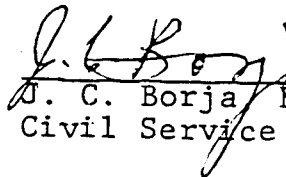
Skill in the operation of electronic data communication equipment.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience in the operation of electronic data communication equipment 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