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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'hága)
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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
INCOME TAX SERVICE SPECIALIST II
Announcement Number: DOA 05-23

Open: January 12, 2023 Continuous

GENERAL PAY PLAN (GPP)
OPEN: I-01; \$28,595 P/A –I-10; \$39,255 P/A
PROMOTION: I-01; \$28,595 P/A –I-18; \$50,399 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience in the technical processing and examination of income tax returns and graduation from high school; or

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

Nature of work

This is technical and clerical work involving the processing and preliminary examination of income and withholding tax returns. Employees in this class perform the full range of processing functions of the moderately complex types of tax returns, forms and schedules of individuals. Employees work under minimum supervision and have delegated responsibility for actions or decisions made within the limits of their authority and in accordance with program guidelines.

Illustrative Examples of Work

Processes individual income tax returns with business income and schedules covering capital gains and losses, special tax computation and other similar forms and schedules requiring detailed processing procedures. Reviews and verifies all entries and arithmetical computations on the return for completeness and accuracy. Makes necessary adjustments in tax liability based on the entries made on the return by the taxpayer, and initiates form notices to taxpayer advising of the additional tax to be assessed or the overpayment to be refunded, or to request for additional information or document. Initiates referred reports to Tax Audit Branch, Intelligence Branch or Collection Branch for further examination or action on the returns that appear to have invalid claims, with potential fraud issues or are delinquent. Prepares supplemental refund, abatement, offset debit and credit on appropriate forms based on additional information provided by the taxpayer and in accordance with established procedures. Assists taxpayers who come to the office in the preparation of standard individual income tax forms; explains tax laws and regulations with respect to reporting and the processing procedures; gives out tax forms, schedules, instructions and related materials; responds to taxpayer inquiries regarding form notices issued by the Department and other tax processing and reporting matters. Participates in taxpayer education programs and may be called upon to speak before a group, organization or media concerning the dissemination of tax information. Maintains records and prepares reports. Operates adding/calculating machine. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of tax laws and regulations governing the types of returns processed. Knowledge of income tax forms, schedules and documents pertinent in the processing of income tax returns. Knowledge of standard office practice. Knowledge of arithmetic. Ability to interpret and apply pertinent tax laws, regulations, procedures and other program guidelines. Ability to verify entries and arithmetical computations on detailed tax forms and schedules for completeness and accuracy. Ability to make decisions in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to operate adding/calculating machine. Ability to maintain confidential information. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

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Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 9:00 a.m. – 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOBS@DOA.GUAM.GOV**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


SHANE G.L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.