

TAX TECHNICIAN III

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 assist the supervisor in the day-to-day operation of the branch. Work includes scheduling work assignments and providing technical assistance to subordinate tax technicians and processing of the most complex tax returns.

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.)

Assists branch supervisor in providing technical supervision over the work of subordinate tax technicians engaged in the micrographics and computerized data processing of income and local tax returns.

Coordinates activities within data processing to ensure procedures and job cycles are executed within specified guidelines.

Instructs operators and other users on additions or changes to the tax system and discusses the procedural effect of such additions or changes.

Ensures that all billings, refunds, notices are scheduled for printing, mailing and updating into the tax system.

Adjusts mathematical and other errors from highly complex tax documents for re-entry into the tax system.

Evaluates operational problems within the flow of tax documents and recommends appropriate changes in procedures to improve operation.

Provides input on data communication equipment and participates in formulating manpower utilization.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer workflow and computer processing, practices and methods in the collection of data and processing of output reports.

Knowledge of micrographics equipment and techniques.

Knowledge of income and local tax forms and documents required in the processing of tax returns.

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

Knowledge of standard office practices and procedures.

Ability to lead the work of others.

Ability to spot and notate unusual reportings of tax returns and documents.

Ability to evaluate operational necessities, guidelines and procedures and recommend appropriate changes to improve operation.

Ability to mathematically process complex and detailed tax returns.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to operate adding and calculating machines.

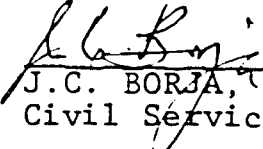
Skill in the operation of electronic data communication equipment.

MINIMUM EXPERIENCE AND TRAINING:

- a) Four 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: 25



J.C. BORJA, Executive Director
Civil Service Commission