

COMMONWEALTH OF PENNSYLVANIA TREASURY DEPARTMENT

UNION POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A
VACANCY EXISTS AS DETAILED BELOW

- (1) Class Title: Tax Examiner I (2 positions)
- (2) Class Code: T3660
- (3) Office: Fiscal Review
- (4) Pay Range: 5
- (5)*Last Day to apply for posted positions: 11/27/16
- (6) Work Hours: TBD
- (7) Work Location: Strawberry Square, Harrisburg, PA 17120

Patrick C. Tighe/pbf
Director of Human Resources

11/17/17
Date

ANYONE INTERESTED IN THIS POSITION GO TO
<http://www.patresury.gov/careers/> TO FILL OUT AN APPLICATION.
PLEASE SUBMIT TO PBLANCH-FRIEDRICH@PATREASURY.GOV NO
LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF
ACCEPTANCE.

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO
APPLY, WHICH CAN BE EMAILED TO PBLANCH-FRIEDRICH@PATREASURY.GOV. NO LATER THAN THE CLOSE OF
BUSINESS ON THE LAST DAY OF ACCEPTANCE.

TAX EXAMINER I

DEFINITION: This is entry-level examination work in reviewing personal income and fiduciary tax returns and related documents for conformance to state tax laws and regulations to determine taxpayer liability.

Employees in this class are responsible for reviewing tax documents, computer files and related information to determine correct and complete reporting of income and taxpayer liability and to initiate appropriate corrective action. Work involves reviewing the taxpayer's filing history to obtain additional information concerning that case and determining if additional information is needed and / or adjustments are required. Work includes preparation of Error Control Sheets to communicate requests for additional information and clarification and / or tax return adjustments to Department of Revenue personnel. Employees in this class attend training sessions to learn tax laws, rules, regulations and procedures and to develop proficiency in examinations. Assignments are specific in nature and involve less demanding situations than those at the next level. Work is performed under the close direction of a Tax Examiner III and management staff until the examination functions are learned and can be performed independently. Work is closely reviewed while in progress and upon completion for conformance to tax laws, rules, regulations and procedures.

EXAMPLES OF WORK: Reviews tax returns and related information for compliance with tax laws and regulations to determine tax liability, errors or omissions and to initiate corrective action.

Verifies tax information using a PC and various software applications

Verifies mathematical entries on tax returns and related documents.

Reviews taxpayer's filing history to obtain more detailed information pertinent to a decision.

Uses available resources to do basic research regarding tax questions and issues.

Prepares computerized work papers including Excel worksheets and Word documents

Initiates adjustments to correct minor errors on tax documents where the true intent of the taxpayer is clear.

Maintains personal copies of audit and desk manuals concerning procedures and tax reference materials.

Attends training sessions to develop knowledge of state and federal tax laws and regulations.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

More than basic computer skills, including experience with Microsoft applications such as Excel spreadsheets and Word.

Detail oriented and able to analyze detailed numerical information

Knowledge of general office procedures and standard office machines and equipment.

Ability to make rapid and accurate mathematical computations.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to learn to interpret and apply departmental policies, practices and procedures.

Ability to maintain an effective working relationship with the Department of Revenue and co-workers.

Ability to learn, understand and apply appropriate state and federal tax laws, rules and regulations.

MINIMUM EXPERIENCE AND TRAINING:

One to two years of experience preparing and / or reviewing tax returns and a minimum of 6 credits in accounting / business related courses

or

Two years of progressively responsible accounting, auditing, bookkeeping or other numeric based work and a minimum of 6 credits in accounting / business related courses.

or

Any equivalent combination of tax, auditing and/or accounting related experience and training.