

State of Connecticut
JOB POSTING

**Department of Revenue Services
Connecticut Careers Trainee / Revenue Agent 1**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Collections & Enforcement Division at 25 Sigourney Street, Hartford, CT.
Hours: 40 Hour Work Week
Salary: Bachelor's Degree - \$42,090.00 annually
Master's Degree - \$43,611.00 annually

Posting Number: 1243 (Please include this number on the application)

Closing Date: Tuesday, December 13, 2011

The **Department of Revenue Services** is recruiting for three **Connecticut Careers Trainee** positions with the target class of **Revenue Agent 1**.

Examples of Duties: As a Connecticut Careers Trainee, you will receive training for advancement into a professional level position after a one (1) year training program. You will acquire the skills to contact tax debtors to secure full payment; locate tax debtors and levy sources; seek information relative to the financial standing of debtors; arrange for installment payments; correspond with debtors, accountants, and attorneys; prepare investigative reports; assist taxpayers in the preparation of returns or accounts owed; identify accounts which require issuance for warrant, hearing, abatement, or attorney action and confer with employees of a higher level concerning appropriate action; conduct in-house research to resolve disputes; maintain complete and accurate records of contacts and relevant information; update departmental records; make recommendations pertaining to collection procedures; perform related duties as required.

Minimum Qualifications For Connecticut Careers Trainee: Four (4) year Bachelor's Degree in a closely related field from an accredited college or university.

Knowledge, Skills And Abilities: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.

NOTE: The filling of this position will be done in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, college transcripts, proof of degree, and a completed state **Application for Employment** (CT-HR-12) to the address listed below. The (CT-HR-12) can be located at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Applications may be submitted either in hard copy or by email.

**Department of Revenue Services
Human Resources, 19th Floor
25 Sigourney St.
Hartford, CT 06106
Attention: [Kim Zordan](mailto:Kim.Zordan@po.state.ct.us)
(Kimberly.Zordan@po.state.ct.us)**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.