

DEPARTMENT OF REVENUE SERVICES
Job Opportunities

Connecticut Careers Trainee (Target class Revenue Agent 1)
Connecticut Careers Trainees (Target class Tax Corrections Examiner 1)

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

Open To: The Public
Current DRS Revenue Agent 1s or those currently on the Revenue Agent 1 exam list
Current DRS Tax Corrections Examiner 1s or those currently on the Tax Corrections Examiner exam list

Location: **Collection & Enforcement Unit** at 25 Sigourney Street, Hartford, CT
Operations 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

Closing Date: **Monday, September 24, 2012**

The [Department of Revenue Services](#) is recruiting for five (5) [Connecticut Careers Trainee](#) positions with the target class of [Revenue Agent 1](#) and anticipates the filling of two (2) [Connecticut Careers Trainee](#) positions with the target class of [Tax Corrections Examiner 1](#).

Examples of Duties (Collection & Enforcement): 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.

Examples of Duties (Operations): As a Connecticut Careers Trainee, you will receive training for advancement into a professional level position after a one year training program. You will acquire the skills to independently review a variety of tax return input problems identified by the agency's financial systems; research original and amended returns to determine if the taxpayer is in violation of any tax statute, regulation or department policy; interpret schedules of income and expense and verify that the exemptions, deductions and/or credits claimed by the taxpayer are valid; prepare work papers supporting all adjustments made to the financial data systems; research demographic files to determine if registration problems exist; compute the liabilities and credits by interpreting incomplete or improperly completed tax returns; resolve taxpayer problems with financial data systems; interpret registration data to determine registration compliance, taxpayer liabilities, and entry into financial data systems; may assist taxpayers in preparation of tax returns, registration applications, addendums, advice of tax liabilities and filing requirements; prepares reports and correspondence 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.

Background checks and tax compliance checks will be conducted.

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. **Application 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](#)**

DRS.HumanResources@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.