



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
REVENUE EXAMINER 4

ANNUAL \$77,796 SALARY APPLICATION CLOSING EXAM
SALARY: \$101,121 GROUP: AR 29 DATE: SEE BELOW NO: 061720ACMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.
(REISSUED WITH DATE FOR 2012)

PURPOSE OF CLASS: In the Department of Revenue Services field and office examination units or districts this class is accountable for supervising examination, investigation and clerical staff.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS AT THE **DEPARTMENT OF REVENUE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years' experience in accounting or auditing.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the professional working lead level involving the interpretation and application of tax law and fiscal principles. (Note: For State employees this is the level of Revenue Examiner 3.)

SUBSTITUTIONS ALLOWED: (1) College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting or business administration may be substituted for one additional year of the General Experience. (3) Examination requirements met in any of the following may be substituted for one year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of accounting and auditing; considerable knowledge and understanding of appropriate tax statutes; knowledge of effective office practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand, interpret and apply tax law; considerable ability to analyze complex accounts, tax reports and financial statements and records; ability to utilize EDP systems for financial analysis and management; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by APRIL 30, 2012 for the JUNE 20, 2012 grading date. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Revenue Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

(revised April 11, 2012)

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, persons with disabilities and military veterans.