



**CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF REVENUE SERVICES**

**REVENUE EXAMINER 4**

**ANNUAL \$ 82,534 SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$ 107,280 GROUP: AR 29 DATE: SEE BELOW NO: 061720ACMB**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**  
**(REISSUED WITH DATE FOR 2015)**

**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 STATE STATUS\*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF REVENUE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Eight years of 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:** 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 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 or Certificate in Management Accounting.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**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:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**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 June 9, 2015 for the July 29, 2015 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 Department of Revenue Services.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

(reissued May 21, 2015)

**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.

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