



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
TAX CORRECTIONS EXAMINER 1

ANNUAL \$53,663
SALARY: \$67,984

SALARY
GROUP: AR 20

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 072090ACMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH DATES FOR 2013)

PURPOSE OF CLASS: In the Department of Revenue Services, this class is accountable for performing a limited range of tasks in verifying the accuracy and completeness of tax returns and related documents for input into financial data systems, and to insure that billings, credits or other adjustments are proper and correctly applied.

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: Five years of experience in tax investigation, tax accounting, tax auditing or tax processing.

SUBSTITUTIONS ALLOWED: (1) College training 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) One year as an Associate Revenue Processor or Connecticut Careers Trainee in a related class may be substituted for the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of basic tax accounting and auditing methods and procedures; knowledge of electronic data methods and procedures; knowledge of and ability to interpret tax statutes relating to allowable deductions, computation of interest and penalties and tax filing requirements; some knowledge of office and billing procedures; interpersonal skills; oral and written communication skills; ability to analyze and evaluate various tax forms and statements; ability to utilize computer software; ability to perform mathematical computations.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
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 JULY 17, 2013 for the AUGUST 30, 2013 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://www.das.state.ct.us/exam>) and at the Department of Revenue Services.

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

(revised June 28, 2013)

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.