



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF LABOR
REVENUE EXAMINER 1**

ANNUAL \$60,593	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$78,332	GROUP: AR 23	DATE: OCTOBER 21, 2011	NO: 110560APMB

PURPOSE OF CLASS: This class is accountable for conducting or assisting in the examination of financial records and accounts of business and of individual taxpayers to insure accuracy of tax liability. Examinations may be conducted in the field or office and out of state as required. Identifies delinquent taxpayers.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE DEPARTMENT OF LABOR WHO BY **OCTOBER 21, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE DEPARTMENT OF LABOR, AND THE FOLLOWING EXPERIENCE AND TRAINING*:

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

SPECIAL EXPERIENCE: Two years of the General Experience must have been at a paraprofessional level or above. (**NOTE:** Paraprofessional level accounting work is interpreted as work performed at the level of a full charge bookkeeper with responsibility for maintenance, reconciliation and balancing of a complete set of financial records. Work at this level requires exercise of independent judgment in applying bookkeeping and some basic accounting principles. For state employees this is the level of Assistant Accountant.)

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 a closely related field may be substituted for one year of the General and Special Experience. (3) Certification (i.e. experience and examination requirements met) in any of the following may be substituted for one year of the General Experience: Certified Public Accountant, Certified Internal Auditor, Certificate in Management Accounting.

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

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of professional auditing methods, procedures and practices; knowledge of accounting procedures, practices and systems of complex business corporations, partnerships and proprietorships; knowledge of tax accounting methods and practices; some knowledge of appropriate tax statutes; interpersonal skills; oral and written communication skills; ability to analyze complex accounts, tax reports and financial statements and records; ability to comprehend and apply tax statutes; ability to prepare clear, concise, comprehensive narrative and statistical reports and papers.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON TUESDAY, NOVEMBER 22, 2011.

(This exam will be held at 9:00 a.m.)

APPLICATION PROCEDURE: 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. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). 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 October 21, 2011. 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.ct.gov/employment>) or at the Department of Labor.

**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.*

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.