



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF REVENUE SERVICES**

**REVENUE SERVICES TAX SUPERVISOR**

**ANNUAL \$84,172  
SALARY: \$108,982**

**SALARY  
GROUP: AR 31**

**APPLICATION CLOSING  
DATE: OCTOBER 9, 2012**

**EXAM  
NO: 121560APJR**

**[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.](#)**

**PURPOSE OF CLASS:** In the Department of Revenue Services this class is accountable for assisting in planning, supervising and coordinating a major tax unit.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO BY **OCTOBER 9, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF REVENUE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING\*:

**GENERAL EXPERIENCE:** Nine years of experience in technical accounting, auditing, taxation or computerized financial recordkeeping systems involving the interpretation and application of tax laws and fiscal principles.

**SPECIAL EXPERIENCE:** Two years of the General experience must have involved responsibility for conducting complex tax audits, collections or tax administration. [Note: For State employees this is interpreted as the level of Revenue Examiner 3, Tax Corrections Principal Examiner or Tax Collections Assistant Supervisor.]

**SUBSTITUTIONS ALLOWED:** (1) College training in accounting may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of employment up to a maximum of four years. (2) A Master's degree in accounting may be substituted for one additional year of the General Experience. (3) Certification in any of the following may be substituted for one year of the General Experience: Certified Public Accountant, Certified Internal Auditor. (4) One year of experience as a Revenue Examiner 4, Tax Operations Unit Supervisor or Tax Collections Supervisor may be substituted for the General and Special Experience.

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

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of principles and practices of accounting and auditing or tax administration; considerable knowledge of tax statutes of Connecticut; considerable knowledge of principles and methods of modern professional management; considerable ability in interpretation and application of laws and regulations; considerable ability in written and oral expression; considerable ability to prepare comprehensive written reports; ability to deal effectively with others; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**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, hours worked per week 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 and your completed application form is date stamped by DAS/Human Resources or postmarked by October 9, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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. **Examination scores will be mailed by November 21, 2012.**

**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 continuous 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, persons with disabilities and military veterans.