



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF REVENUE SERVICES

TAX CORRECTIONS PRINCIPAL EXAMINER

ANNUAL \$71,988
SALARY: \$92,585

SALARY
GROUP: AR 26

APPLICATION CLOSING
DATE: MAY 15, 2014

EXAM
NO: 140660APAC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Revenue Services, Operations Division, this class is accountable for acting as a working supervisor for Tax Corrections Examiners and related technical and clerical staff engaged in resolving tax return, taxpayer registration and/or taxpayer account errors.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO BY **MAY 15, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF REVENUE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Seven years of technical experience in automated taxation, registration processing, billing, or refunding operations. (NOTE: For State employees "technical experience" shall be defined at the level of a Tax Corrections Examiner 1 or above.)

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) For State employees, one year of experience at or above the level of Tax Corrections Examiner 2 may be substituted for the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the functions and operations of financial data base systems; considerable knowledge of relevant agency policies and procedures; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of accounting and auditing principles and techniques; interpersonal skills; oral and written communication skills; ability to plan and organize work; ability to utilize computer software; some supervisory ability.

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 and your completed application form is date stamped by DAS/Human Resources or postmarked by May 15, 2014. Mail your application 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. **Examination scores will be mailed by June 27, 2014. 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.

**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).*

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.