



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
TAX OPERATIONS UNIT SUPERVISOR

ANNUAL \$79,369
SALARY: \$101,571

SALARY
GROUP: AR 28

APPLICATION CLOSING
DATE: SEPTEMBER 30, 2013

EXAM
NO: 131090APMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Revenue Services, Operations Division, this class is accountable for supervising the work of a major unit of 10 or more technical employees engaged in insuring the efficient registration, processing or billing of taxpayer accounts.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO BY **SEPTEMBER 30, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF REVENUE SERVICES** AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Eight years of experience in technical work in taxation or computerized financial record keeping systems.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a supervisory capacity over technical staff involving the application of data processing to taxation. For State employees, this will be interpreted at or above the level of Tax Operations Assistant Unit Supervisor.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of the functions and operations of financial data systems; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of modern office practices and procedures; considerable interpersonal skills; oral and written communication skills; ability to prepare and evaluate complex financial reports and documents; ability to utilize computer software; 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 September 30, 2013. 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 November 13, 2013. 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.

**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.