



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TAX EXAMINER II	30	B	7.255
TAX EXAMINER I	28	E	7.256

SERIES CONCEPTS

Tax Examiners are responsible for licensing/registration, collecting taxes and fees, and assisting taxpayers to ensure compliance with the applicable tax and registration statutes.

Process tax returns; examine data for accuracy; calculate tax, penalty and interest if applicable; collect appropriate payment and post to taxpayer account.

Process applications for business licenses; examine applications to verify completeness; input information into system; research files to determine previous history; and issue licenses or one-time permits as appropriate.

Assist applicants and taxpayers with completing forms and submitting required documentation; provide information related to federal and State regulations and pertinent tax statute(s).

Maintain files by updating data to reflect name and address changes, closing of accounts, and other information.

Reconcile receipts, monies collected and corresponding documents within each category to ensure proper distribution to accounts; prepare bank deposits and required reports.

Perform related duties as assigned.

CLASS CONCEPTS

Tax Examiner II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Tax Examiner I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Positions in this series may require agency specific education and/or experience that will be identified at the time of recruitment.

TAX EXAMINER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and one

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MINIMUM QUALIFICATIONS (cont'd)

TAX EXAMINER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

year experience in bookkeeping, collections, or the interpretation and application of policies, regulations and/or legal requirements equivalent to an Administrative Assistant III or Accounting Assistant III in Nevada State service; **OR** Graduation from high school or equivalent education and three years of experience as stated above; **OR** one year experience as a Tax Examiner I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standard bookkeeping methods in order to properly debit and credit accounts; payroll, accounts payable and accounts receivable functions; computer spreadsheet techniques sufficient to record, track, manipulate and report data. **Ability to:** communicate effectively both orally and in writing; plan, implement and monitor clerical accounting methods and procedures; respond orally and in writing to diverse and complex inquiries regarding accounts related matters. **Skill in:** mathematical computations sufficient to calculate taxes and penalties and ensure the proper balance of accounts; operating a computer terminal to maintain accounts; using a ten key calculator by touch.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: tax statutes and regulations applicable to the work unit. **Ability to:** calculate taxes, penalties and interest.

TAX EXAMINER I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university and one year experience in clerical accounting, collections, or the interpretation and application of policies, regulations and/or legal requirements equivalent to an Administrative Assistant II or Accounting Assistant II in Nevada State service; **OR** Graduation from high school or equivalent education and two years of experience as stated above; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standard clerical accounting methods in order to properly debit and credit accounts; practices and terminology of clerical accounting; office procedures, methods and equipment; analyzing and interpreting reports, records and information; mathematical computations. **Ability to:** interpret and apply policies, regulations and/or legal requirements related to the program area.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Tax Examiner II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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