STATE BOARD OF EQUALIZATION
DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Business Taxes Compliance Specialist		**Inspector (Inspection program)**	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
Investigations Division – San Jose		**290-327-8694-059**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
R	**01**	**2**	
FINGERPRINTS REQUIRED Y ☒ N ☐		SUPERVISION EXERCISED	
		None	

Job Requirements

Knowledge of:

- Provisions of California business tax laws, rules and regulations administered by the Board of Equalization and related legal opinions and court decisions.
- Departmental policies, rules, and regulations.
- Organization of the Board of Equalization with particular reference to the inspection and licensing program.

Ability to:

- Apply the required knowledge.
- Meet with and obtain the cooperation of persons subject to tax or regulations.
- Detect or verify criminal violations of the California Revenue and Taxation Code, especially the Sales and Use Tax Law, Diesel Fuel Tax Law, Cigarette and Tobacco Products Tax Law and the Business and Professions Code, specifically Division 8.6.
- Create and maintain good will in beginning and completing inspections and/or conducting administrative seizures.
- Analyze data and draw sound conclusions.
- Appear as a witness and arrange for the appearance of witnesses to present testimony in administrative and criminal actions.
- Examine a variety of records to secure or verify information concerning suspect violations.
- Analyze situations accurately and take effective action.
- Prepare clear, complete, and concise reports.
- Communicate effectively, both orally and in writing.
- Transfer and transport materials up to 50 pounds with or without assistance. Seek assistance if required by contacting your supervisor.
- Work with current stamp verification equipment.
- Travel overnight statewide up to 50% of the time.
- Pass fingerprint check.
- Work long and irregular hours, both in and out of office and in various locations in an assigned area.
- Pass PC 832: Arrest, Search and Seizure.

Special Personal Characteristics

- Knowledge of personal computers and software systems.
- Ability to meet stringent deadlines.
- Effective interpersonal skills, tact, and good judgment.
- Ability to develop working relationships with Federal, State, and local law enforcement agencies.
- Keenness of observation, persistency, creativity, and tact.

***HRD Approved by DRD on 09/04/2013**

Statement of Position 290-327-8694-059

Under general supervision of the Business Taxes Administrator I, the Business Taxes Compliance Specialist (BTCS) performs the more complex compliance and collection activities, including conducting licensing inspections, conducting administrative seizures, and appearing in court proceedings. The BTCS also prepares appropriate inspection and seizure reports, conducts field observations, assists in identifying interrelated fraud schemes, and performs other varied complex associated duties, as required, to ensure compliance with tax laws and to collect delinquent tax. This position may require travel overnight and throughout the state up to 50% of the time.

***Candidate must be able to perform the following essential job functions (*) with or without reasonable accommodation.**

PERCENTAGE OF TIME SPENT	DUTIES
80%*	Conducts inspections of distributors, wholesalers, and retailers of cigarettes and tobacco products, for compliance with the tax laws administered by the Board. Ability to use current stamp verification equipment is essential. Responsibilities include: independently conducting background investigations using the BOE IRIS system, the Investigations Tracking System and other background research tools deemed necessary to ascertain true ownership and to avoid compromising an active criminal investigation. Duties also include determining necessary investigative procedures and techniques to be used in working assigned complaints or conducting routine inspections which require conducting and concisely documenting field observations, advising taxpayers, documenting statements of taxpayers regarding potential criminal tax evasion activities, and recording inspection findings, which may include administrative seizures of cigarettes and tobacco products seized and forfeited to the state pursuant to Revenue and Taxation Code, collecting and evaluating evidence, working with District Attorneys on misdemeanor prosecutions, preparing detailed license inspection and citation reports, and testifying in civil and criminal proceedings.
15%*	Provides assistance to taxpayers to ensure compliance with the tax laws, meet and coordinate with state, federal and local law enforcement on joint inspections, meet with health services and other public agencies for the purpose of enhancing voluntary compliance and enforcement activities.
5%	Other job-related duties, as required.

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE	DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE	DATE

***HRD Approved by DRD on 09/04/2013**

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