

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS Monday - Friday --		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Tax Auditor		WORKING TITLE Tax Auditor	
DEPARTMENT/DIVISION/DISTRICT/UNIT Audit Examination Branch - Special Taxes and Fees Division		SPECIFIC LOCATION ASSIGNED TO Headquarters	
SEERA DESIGNATION R	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT Alexander		POSITION NUMBER (Agency-Unit-Class-Serial) 290-492-4267-XXX	

The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under close supervision of the Supervising Tax Auditor II, the Tax Auditor performs the least to moderately difficult field audits or examinations of feepayer's accounts and records under the Special Taxes and Fees Division programs. Analyze business records and feepayer claims for refunds, correspond and discuss the application of tax laws with taxpayers, attorneys and accountants. This position may require up to 50% travel, both in-state and out-of-state.

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

PERCENTAGE OF TIME SPENT	DUTIES
80%	<u>ESSENTIAL JOB FUNCTIONS</u> Perform the least to moderately difficult field audits and examinations of businesses subject to various taxes and fees under the programs administered by the Special Taxes and Fees Division. Audit approach involves interpreting and analyzing business records, including EDP financial records as well as reviewing legal documents. Analyze data and draw sound conclusions and prepare clear, complete, and concise written reports.
10%	Analyze and take appropriate action in securing and auditing claims for refund. Use third party information to determine whether or not the correct amount of tax has been paid. Use investigative and verification techniques that may result in the refund of tax or determination of significant amounts of additional taxes due.
5%	<u>MARGINAL JOB FUNCTIONS</u> Provide advisory services to taxpayers and Board staff on a statewide basis.
5%	Other job related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Work in a high-rise building

Physical Abilities:

- Transport a laptop and peripheral equipment ot alternate worksites (approximately 20 lbs)

Additional Requirements/Expectations:

- This position may require travel up to 50% of the time, both in-state and out-of-state.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRD Approval Date:**C&P Analyst Initials:**