

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Tax Technician I		WORKING TITLE Operational Technical Support	
UNIT/DISTRICT/LOCATION Timber Tax Section/ Sacramento		POSITION NUMBER 290-352-1973-700	
SEERA DESIGNATION R	BARGAINING UNIT 04	WORK WEEK GROUP 2	CERTIFICATES REQUIRED
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Timber Yield Tax Laws and procedures.
- Departmental administrative policies and procedures.
- Database, spreadsheet, and word processing programs in a personal computer (PC) environment.
- General accounting principles.

Ability to:

- Evaluate and apply review criteria.
- Perform mathematical calculations
- Operate a variety of office equipment, including PC, facsimile machine, electronic calculator, copier, scanner, and other office equipment.
- Work in a high-rise building.

Desirable Qualifications

- Proficiency in using a PC, including various software packages such as word processing, spreadsheets, and relational database programs for report writing and data analysis
- Strong communication skills.

Statement of Position

Under the close supervision of the Principal Property Appraiser, the Tax Technician I will learn and perform a variety of the less difficult and complex technical duties to support the registration and account maintenance of timber tax accounts.

PERCENTAGE OF
TIME SPENT DUTIES

Incumbent must be able to perform the essential functions (*) with or without reasonable accommodations.

Essential Job Functions

- 50% Evaluate and process timber harvest documents from state and federal sources. Maintain operations database via record creation and update, which will require phone contact with taxpayers and their representatives to collect and verify database information. Is responsible for the reproduction and storage of operations documents by standard methods or through scanning. Maintain business entity information database essential to the taxpayer registration process.
- 20% Provide advisory services to taxpayers by answering their questions regarding taxability and legal ownership, and explaining harvest schedules and other pertinent forms and reports.
- 15% Provide assistance to other tax technician functions, primarily in the area of taxpayer registration and refund processing.
- 10% Work on special projects in the areas of appraisal and compliance to include data entry and review, as well as spreadsheet development and compilation.

Non-Essential Job Functions

- 5% As needed, perform other job related duties.

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

EMPLOYEE'S SIGNATURE	DATE
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I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE	DATE
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HRD Approved by JD 8/28/14