



Tax Technician I Intern (Irvine, CA)

Duty Statement:

The Tax Technician I Intern performs clerical and technical work and basic compliance and support functions. This includes, but not limited to, applying laws, rules and policies relating to the Board of Equalization's programs; performing account maintenance duties, including the filing and pulling of taxpayer records and account files; accessing taxpayer information and/or modifying account information as necessary; sorting and delivering office mail.

Manage account maintenance requested over the phone and through the mail including address and company name changes and account closure. Process requests for account changes that are generated within the office. Follow up on returned mail. Maintain files.

Academic Background or Experience:

High School Diploma or GED
Clerical/Office Experience
Excellent Customer Service Skills
Typing Speed: 45 words per minute
Knowledge of Microsoft Office and Outlook

Office Location: State Board of Equalization
16715 Von Karman Suite 200
Irvine CA 92606

Start Date/End Date: July 2010 – December 2010

Estimated Hours per Week: 15

Please email your resume to lou.bender@boe.ca.gov

Or US mail to:

Mrs. Lou Bender
Board of Equalization
450 N Street, MIC 15
Sacramento, CA 95814