

CALIFORNIA STATE BOARD OF EQUALIZATION
Property and Special Taxes Department
Environmental Fees Division

JOB TITLE: Environmental Fees Student Intern

SPRING SEMESTER: January to May; may include summer schedule of June through August. Flexible hours based upon students schedule (10 to 20 hours per week).

STATEMENT OF DUTIES: Part-time, temporary support position for the Environmental Fees Division. Under close supervision, performs technical and administrative duties in support of unit and program operations.

SUPERVISION RECEIVED: Direct supervision from the section Business Taxes Administrator. May also take supervision from the Principal Compliance Supervisor and close technical direction from the Compliance Supervisors and Compliance Specialist staff.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Enclosed office area with modular furniture in a smoke-free environment. Must be willing to work in a high-rise building.

ESSENTIAL FUNCTIONS

- 40% Assist Supervisory and Specialist staff for providing technical advice to staff to resolve division-wide issues and specific case assignments. Assists in-house Liaison with other governmental agencies and private sector entities to effectively resolve complex issues to ensure proper compliance of the tax laws.
- 30% Provide advisory service to educate fee payers on the applicable provisions of the Environmental Fee laws. Ensures accounts receivables are collected and/or resolved and solicits the filing of delinquent returns. Also assists staff with the more difficult and complex technical and collection assignments and other selected cases.
- 20% Assists in the coordination of clearances and special projects for the division.

MARGINAL FUNCTIONS

- 5% Analyze and compile data from a variety of sources and prepares reports.
- 5% Other duties as required.

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

Or US mail to:

Mrs. Lou Bender
Board of Equalization
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