

California State Board of Equalization
Oakland District Office
Sales and Use Taxes Department

Job Title: Internet Researcher Student Intern

Job Location: Sales and Use Taxes, 1515 Clay Street, Ste. 303, Oakland, CA 94612

Job Requirements: Familiarity with internet search engines. The ability to work with confidential information.

Desired Skills: Bilingual (Spanish, Chinese, Korean, or Vietnamese), financial and marketing skills.

Spring Semester: January to May, flexible 5-10 hours per week.

Statement of Duties: The intern will support of a team of collectors who are responsible for the collection of Sales and Use Taxes. The intern will use various search engines to research businesses with the goal on improving the collections program. Areas of interest include business ownership, location, property sold, and method of payment.

Supervision Received: Experienced leads will provide direction.

Supervision Exercised: None

Essential Functions: Extracting business and asset information from the internet and communicating that verbally and in writing to the collection staff.

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

Or US Mail to:

Mrs. Lou Bender

Board of Equalization

450 N Street, MIC 17

Sacramento, CA 95814