EXAM TITLE: Tax Technician III
EXAM CODE: 5EQ14
FINAL FILING DATE: August 7, 2015
EXAM TYPE: Departmental Open
LOCATION: State-wide

The bulletin announcing the above examination is amended as follows:

INTRODUCTION

Written Test Date: September 18, 2015
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EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by the written test date. All applications/resumes must include “to” and “from” dates (month/day/year), time base, and civil service class title (not working title). Applications/resumes received without this information will be rejected.
FILING INSTRUCTIONS

Final Filing Date: **August 7, 2015**

State Applications (Form STD. 678) may be mailed to:

**EXAMINATION & RECRUITMENT SECTION**
**BOARD OF EQUALIZATION**
**450 N STREET, MIC: 17**
**SACRAMENTO, CA  95814**

Do not submit applications to the State Personnel Board/ CalHR.

Applications (Form STD. 678) submitted by mail must be POSTMARKED (e.g., United States Postal Service), or personally delivered no later than the final filing date. Applications are available at jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**Note:**
Applications postmarked or personally delivered to the Human Resources Division, Room 317, 450 N Street, Sacramento, after the final filing date will **not** be accepted for any reason.

Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of regulations 174.

It is the personal responsibility of each examination candidate to submit an examination application and any other required documentation within the timeframe and in the manner specified on this examination bulletin. Candidates are also responsible for obtaining proof of mailing or submission of their application to the Examination & Recruitment Section if necessary. Candidates are encouraged to contact the Examination & Recruitment Section (email: boexams@boe.ca.gov or call: (916) 324-4807) to verify receipt of their application before the close-of-business on the final filing date.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.
MINIMUM QUALIFICATIONS

All applications must meet the following entrance requirements for this examination by September 18, 2015, the written test date:

Either I

In the California state service, either: (a) one year of experience performing the duties of a Tax Technician II, Board of Equalization; or (b) 18 months performing the duties of a Tax Technician I, Board of Equalization, Range B.

Or II

Three years of experience in a governmental or private agency performing duties which provide knowledge of the laws, rules, and regulations pertaining to the tax programs administered by the Board of Equalization. (Experience in the California state service applied toward this requirement must include one year in a class with a level of responsibility not less than Tax Technician II, Board of Equalization.)

EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.

Written Test – Weighted 100%

The written test will measure the experience in the following areas:

A. Reading Comprehension
B. Mathematics

SELECTION PLAN

The written test will be conducted on September 18, 2015.

Examination dates can be subject to change based on administrative and/or departmental needs. Candidates will be notified at least one week prior to the written test date as to the exact time and location of their written exam.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for use by the Board of Equalization. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION

This is the advanced journey level of the series. Under general direction and with very little
day-to-day supervision, incumbents serve as the expert staff resource responsible for the
most difficult and complex technical duties. Incumbents may: provide the initial taxpayer
contact on selected billings, delinquencies, and revocations of tax accounts and the less
difficult collection cases; serve in a lead capacity over lower level Tax Technicians
performing taxpayer interviewer duties; establish, clear, and control delinquencies of tax
accounts; recommend liens or refunds and apply or refund unapplied credits, security, or
citations; prepare complex adjustments to the accounts receivable system; review schedule
type returns for transfers and questionable funding and allocate funds to State, county, local,
and transit district; review, evaluate, and process security; adjust billings and accounts
receivable on petitioned cases; establish and maintain control on the proper filing of property
statements; and recommend the granting of extensions of time or impose penalties.

Positions exist statewide with the Board of Equalization.

Various positions may require the incumbent to be fingerprinted.

KNOWLEDGE AND ABILITIES

The Written Test will assess each competitor’s knowledge and abilities, in some or all
of the areas listed below:

Knowledge of: Modern office methods and procedures; business terminology as it relates
to the tax programs administered by the Board of Equalization; rules, regulations, general
organization, and procedures of the Board of Equalization; grammar, spelling, punctuation,
and modern English usage; arithmetic; and in-depth knowledge of the laws, rules,
regulations, policies, and procedures administered by the Board of Equalization

Ability to: Communicate at a level required for successful job performance; perform
mathematical computations; apply laws, rules, and regulations; interpret and use reference
material; follow instructions; use tact and good judgment in dealing with fellow employees,
the public, and other governmental entities; interpret written and numerical data; learn to
utilize personal computer systems and software applications in the performance of technical
work; communicate effectively over the telephone and in person; accept increasing
responsibility; be flexible and adapt to changes in procedures and/or workload;
independently research problems and take or recommend action; apply and interpret well-
deﬁned sections of the laws, rules, regulations, policies, and procedures administered by the
Board of Equalization; accept increasing responsibility; be flexible and adapt to changes in
procedures and/or workload; function effectively under pressure; recognize questions and
situations outside area of responsibility and refer them to the appropriate persons; serve in a
lead capacity in advising and training less experienced and knowledgeable staff; work
independently with minimal direction; and accept increasing responsibility for difficult and
complex work and for accuracy and thoroughness in completed work.
VETERANS PREFERENCE

Veterans’ Preference will be awarded pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans’ preference.

2. An entrance examination is defined, under the law, as any open competitive examination.

3. Veterans’ Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

CONTACT INFORMATION

If you have questions concerning this examination, please call the California State Board of Equalization, Examination and Recruitment Section at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC 17, Sacramento, CA 95814.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

http://jobs.spb.ca.gov/wvpos/jobspecs.cfm

GENERAL INFORMATION

For an examination with a written feature, it is the candidate’s responsibility to contact the Board of Equalization three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate’s responsibility to contact the Board of Equalization three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.
Applications are available at jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin. If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

College Education: The qualifications meeting the requirement “Equivalent to graduation from college” means satisfaction of the requirements for the bachelor’s degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor’s degree or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

Veterans’ Preference Points: The California Department of Human Resources (CalHR) has information on how to apply for Veterans’ Preference on their website at jobs.ca.gov and on the Application for Veterans’ Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at https://www.calvet.ca.gov/.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system. California Relay Telephone Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022