

**REVENUE AGENT I****NATURE OF WORK IN THIS CLASS:**

This is entry professional tax auditing work.

Employees in this class perform routine professional tax auditing duties in the office and field independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts office and field examinations of tax documents, accounting books and statements and legal records to determine tax liability.

Conducts pre-audit analysis of simple income tax returns and documents and prepares audit work plan and schedule of questions that would be used as guidelines during examination.

Reviews and verifies taxpayer's records and related documents consisting of receipts, cancelled checks, bank statements, accounting ledgers, journals and financial statements, legal documents to insure that all taxable income is reported and that only allowable deductions are deducted in the return; determines adjustments and recomputes tax liability.

Researches tax issues in Tax Service Manuals, Tax Regulations, Court Decisions and other guidelines.

Discusses audit findings with taxpayer and/or his representative and attempts to secure agreement on any adjustments proposed, explaining the reasons and authority behind proposed adjustments. Advises taxpayer of appeal rights.

Maintains records and prepares reports of case findings.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of accounting.

Knowledge of common business practices and techniques.

Ability to learn and apply tax auditing techniques and methods.

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Ability to learn, interpret and apply tax laws, regulations and other program guidelines.

Ability to analyze tax returns and documents for irregularities and compliance with pertinent tax laws and regulations.

Ability to make work decisions in accordance with program guidelines.

Ability to maintain confidential information.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from a recognized college or university with a Bachelor's degree in accounting, business administration or related field, including or supplemented by 18 semester hours in intermediate/advance level accounting subjects.

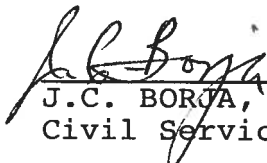
**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid driver's license.

ESTABLISHED: July, 1980

AMENDED: November, 1985

PAY RANGE: 30

  
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J.C. BORJA, Executive Director  
Civil Service Commission