

TAX AUDITOR II**NATURE OF WORK IN THIS CLASS:**

This is complex technical tax auditing work.

Employees in this class review and examine a variety of tax returns and documents in the office for compliance with tax laws and regulations.

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.)

Reviews and audits a variety of tax returns and documents in the office to determine tax return irregularities and liability.

Obtains necessary information and evidence through correspondence or office interview; verifies computations; computes penalty and interest charges on accounts; recomputes tax liability.

Explains to taxpayer or his representative audit results and the basis for any adjustments, and attempts approval for any adjustments proposed.

Prepares audit reports with working papers.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of bookkeeping.

Ability to apply tax auditing techniques and practices.

Ability to learn, interpret and apply pertinent tax laws, rules and regulations.

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

Ability to make work decisions in accordance with program guidelines.

Ability to maintain confidential information.

Ability to make arithmetic computations with accuracy and speed.

Ability to work effectively with the public and employees.

Page 2
TAX AUDITOR II

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare audit reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience as a Tax Auditor I and graduation from high school, including or supplemented by courses in bookkeeping; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission