

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 6/26/15 ms

ANNOUNCEMENT NO. 99A

TAX AUDITOR I

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$14.39 - \$20.76 per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, JULY 10, 2015 UNTIL 4:30 P.M. ON THURSDAY, JULY 16, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JULY 16, 2015.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

NOTE: Those persons who have already filed for this examination but have not yet tested do not need to file again.

EXAMINATION INFORMATION

TYPE: WRITTEN TEST. Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under general supervision is responsible for performing either field of office accounting and auditing functions. Makes investigations of businesses and individuals delinquent in filing income tax returns. Assists the public and businesses in the preparation of income tax returns. Performs related duties as required. TYPICAL TASKS: Audits financial records of businesses and persons subject to City income tax. Determines taxable income and income tax liabilities on salaries and wages paid employees subject to income tax withholding provisions. Checks payrolls of employers who may be exempted from tax provisions. Examines income tax claims to verify correctness. Makes visits to taxpayers to determine reasons for failure to pay appropriate income tax. 5. Prepares reports of investigations. Checks income tax returns for completeness. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Accounting, Business, or related field from a four year accredited college or university is required. Two years of full time paid experience in a government income tax office is required. (Substitution: Two years of experience may substitute for each year of college education lacking.)

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

YOU MUST MEET THE MINIMUM QUALIFICATIONS OF POSITION

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION PLEASE REVIEW THE FOLLOWING CHECKLIST

REQUIRED ITEMS	COMPLETE
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
COPY OF BACHELOR'S DEGREE WITH A MAJOR IN ACCOUNTING, BUSINESS OR CLOSELY RELATED FIELD. Substitution: Two years of experience may substitute for each year of college education lacking, up to two years.	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE : Two (2) years of full-time paid experience in a government tax office is required.	
COPY OF ANY PROFESSIONAL LICENSE(S) OR CPA CERTIFICATIONS LISTED IN THE APPLICATION.	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE.	
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

PLEASE NOTE: DURING THE LIFE OF THE ELIGIBILITY LIST YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE LIST