

| | | |
|---------|---|-------|
| PART II | DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT | 1.471 |
| | STATE OF HAWAII | 1.473 |
| | | 1.475 |

Minimum Qualification Specification
for the Classes:

DELINQUENT TAX COLLECTION ASSISTANT I, II & III
(DELINQUENT TAX COLL ASST I, II & III)

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience:

Level I One (1) year of experience in the tax field which required the application of tax laws and related regulations and procedures in collecting current or delinquent taxes, in preparing tax returns, or in determining tax liability.

OR

One (1) year of collection experience.*

Level II In addition to the experience required at Level I, applicants must have:

One (1) year of tax collection experience performing a variety of delinquent tax collection assignments involving moderately difficult cases such as collection from individuals with large income, small to moderately large business, etc., comparable to the Delinquent Tax Collection Assistant I level.

OR

One (1) additional year of collection experience. *

Level III In addition to the experience required at Level II, applicants must have one (1) additional year of delinquent tax collection experience, involving the performance of complex delinquent tax collection assignments such as foreclosures, offer in compromise claims, escrow, etc., and handling delinquent collections from such establishments as large businesses, foreign corporations, etc., comparable to the Delinquent Tax Collection Assistant II level.

* Collection Experience: Experience performing a variety of collection activities such as contacting debtors and negotiating payment plans; evaluating financial records and other documents and identifying assets that may be used to satisfy debts; evaluating the debtors' ability to pay; determining the most productive collection method to pursue; and/or using legal proceedings (e.g., levy, lien) and/or court actions (e.g., seizure and foreclosure) to satisfy the debt. The experience must demonstrate knowledge of the collection process, account keeping methods and procedures, methods and procedures used in arranging for the collection of debt; and the ability to review and analyze financial records or other documents to locate assets which may be used to satisfy debt; and communicate effectively with the debtors or their representatives.

Supervisory Aptitude: For the Delinquent Tax Collection Assistant III level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution Allowed:

Successful completion of fifteen (15) semester credits of coursework from an accredited college or university, which included at least six (6) credits in accounting, auditing, or finance courses, may be substituted for six (6) months of the Specialized Experience up to a maximum of two (2) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Requirements:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

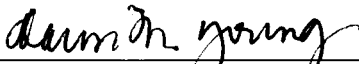
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes DELINQUENT TAX COLLECTION ASSISTANT I, II and III (DELINQUENT TAX COLL ASST I, II and III), approved on February 22, 2008.

DATE APPROVED: SEP 30 2010


for MARIE C. LABERTA
Director of Human Resources Development