

Minimum Qualification Specifications
for the Class:

SUPERVISING TAX CLERK II

Prerequisite Knowledge and Abilities Required

Knowledge of: State tax laws, rules and regulations pertaining to general excise, withholding, transient accommodations, rental motor vehicle and tour vehicle, use and miscellaneous (e.g., fuel, liquor, cigarette and tobacco) taxes, and related forms and filing requirements; office practices and procedures; standard English communication skills to speak, read and write effectively; and arithmetic.

Ability to: Read, understand and apply general excise, withholding, use and miscellaneous tax laws, rules and regulations; plan, direct and coordinate work activities and maintain records and files; recommend and implement changes in workflow procedures; train and advise others in general excise, withholding, use and miscellaneous tax requirements; compute tax liabilities, penalties and interest; prepare correspondence; deal tactfully and effectively with others; communicate effectively orally and in writing; and supervise the work of others.

Basic Education Requirement

Experience which demonstrated knowledge of proper English grammar, spelling and usage, and basic arithmetic; and the ability to read, comprehend and apply written instructions. This experience may have been met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma (or equivalent).

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Clerical Experience: Two (2) years of clerical work experience which demonstrated knowledge of office practices and procedures, and common office equipment; and the ability to read, understand and apply information comparable in difficulty to rules, regulations or procedures; carry out procedures in established clerical work systems; explain procedural requirements orally and in writing; write simply and clearly; and select among alternatives in resolving procedural or related problems.

Specialized Clerical Experience: Two (2) years of responsible substantive clerical work which demonstrated knowledge and understanding of various State tax laws pertaining to general excise, withholding, use and miscellaneous taxes, including tax penalties and interest; and procedures and practices of tax processing.

Specialized Experience: Two (2) years of responsible technical support tax work experience which required knowledge and application of various State tax laws, rules, and regulations, and procedures in such areas as general excise and withholding taxes, individual income returns and supporting schedules, delinquent taxes, assessments, etc.; and the ability to deal effectively with the public.

Examples of qualifying Specialized Experience include (but are not limited to) the following:

- (1) Experience in the tax field which involved the application of various State and federal tax laws and other tax materials and procedures in preparing and/or examining of tax returns (which included such areas as questionable sick pay exclusion and non-business income and deductions) and other documents and determining tax liability; or
- (2) Experience in collecting current or delinquent taxes which required the application of State and federal tax laws, related regulations and procedures in the more complex collection activities comparable to experience gained as a Delinquent Tax Collection Assistant I; or
- (3) Experience in a taxpayer assistance and service program with responsibility for providing authoritative, prompt, and courteous responses to taxpayer inquiries including the preparation of various types of tax returns and assisting in informational dissemination services which required knowledge of tax laws and regulations in such areas as net income, general excise and withholding taxes.

Examples of non-qualifying Specialized Experience include (but are not limited to) the following:

- (1) Work experience in a clerical position which involved the processing/examination of tax forms and other documents to ensure their completeness; or
- (2) Work experience in a clerical position which was limited to verification of data given on tax returns; or

- (3) Work experience comparable to that performed by a Tax Clerk is not considered qualifying.

Supervisory Aptitude: 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; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the 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.

Substitutions Allowed

1. Excess Specialized Clerical or Specialized Experience may be substituted for General Clerical Experience on a month-for-month basis.
2. Successful completion of a substantially full-time equivalent clerical curriculum of at least one (1) year in duration leading to a degree or diploma from an accredited community college, business or technical school which included courses in basic English, arithmetic, and general clerical procedures may be substituted for one (1) year of the required General Clerical Experience.
3. Partial completion of a substantially full-time equivalent clerical curriculum of at least one (1) year duration leading to a degree or diploma from an accredited community college, business or technical school which included courses in basic English, arithmetic, and general clerical procedures may be substituted for the required General Clerical Experience on the basis of one (1) month of training for one (1) month of experience up to a maximum of six (6) months of General Clerical Experience.

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.

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

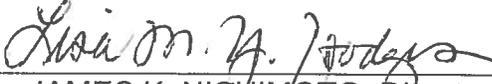
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the class SUPERVISING TAX CLERK II, which were approved on March 8, 2000.

Date Approved: 7/22/16


for JAMES K. NISHIMOTO, Director
Department of Human Resources Development