

**CAREER OPPORTUNITY**  
**STATE OF HAWAII – DEPARTMENT OF TAXATION**  
Human Resources Office - 830 Punchbowl Street Room 217  
Honolulu, Hawaii 96813

Opening Date: April 14, 2022

Closing Date: Until Positions are Filled

**TAX RETURNS EXAMINER III**  
**Recruitment Number TAX-2022-06**  
**Oahu District**  
**Full Time Civil Service Position**  
**Salary: \$47,988 - \$56,124 annually**

**JOB DUTIES:**

The primary purpose of this position is to conduct examination of individuals, partnerships, trust, non-profit organizations, and domestic corporate organizations with the objective of determining if proper taxation reporting pursuant to the Hawaii Revised Statutes was adhered to. These positions focus on legal writing (IFRAC) and assist lower-level tax examiners in preparation and presentation of appeal cases to the Appeal Officer and Board of Review.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**EXPERIENCE:** Applicants must have had progressively responsible experience of the kind and quality described below and in amounts shown in the following table, or any equivalent combination of training and experience:

| Class Title | General Experience | Specialized Experience | Supervisory Experience | Total Experience |
|-------------|--------------------|------------------------|------------------------|------------------|
| III         | 3                  | 2                      | 0                      | 5                |

**General Experience:** Progressively responsible experience in one or a combination of the following which included arithmetic computations:

1. Public contact work experience which involved interviewing and/or investigating; or
2. Clerical experience which provided a familiarity with state and Federal tax laws and regulations, and with the methods, practices, and procedures of tax work.

**Specialized Experience:** Experience in the tax field which required the application of income and miscellaneous tax laws and related regulations and procedures in preparing tax returns, determining tax liability, or collecting delinquent taxes.

**Substitution Allowed:**

1. Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for year- basis.
2. Graduation from an accredited college or university may be substituted for General Experience.

## **REQUIRED LICENCES, CERTIFICATES, ETC.**

N/A.

## **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.

**NOTE:** Final determination will be based on minimum qualification requirements contained in the complete and official class specifications for the vacancy. The complete class specifications and position description are on file in the Personnel Office.

## **AN EQUAL OPPORTUNITY EMPLOYER**

If you need a reasonable accommodation to participate in the application process, please call the Human Resources Office at 587-1503 (voice), 587-1417 (TTY). A request for reasonable accommodation should be made no later than ten calendar days prior to the needed accommodations.

## **HOW TO APPLY**

1. Applications are available at the Department of Taxation (DOTAX) – Human Resources Office or online at <http://tax.hawaii.gov/about/jobs/>
2. Complete and return all forms to the Department of Taxation – Human Resources Office, P.O. Box 259, Honolulu, HI 96809.

Your application may be rejected if the required documentation as identified below is not submitted at the time of application. A legible photocopy of your application with current information and an **original signature** may be accepted.

## **REQUIRED FORMS / DOCUMENTATION**

You must submit the following forms / documentation together with your application or your application may be rejected:

Evidence of the appropriate training (e.g., OFFICIAL transcripts) to be given credit for education. A photocopy will be accepted, however, DoTAX reserves the right to request for an official copy.

## **NOTIFICATION TO APPLICANTS**

The Department of Taxation will use electronic mail (email) to notify applicants of important information relating to the status and processing of their applications as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email-box in a timely manner.

## **PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM**

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. More information may be obtained at:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

## **TESTING INFORMATION**

The examination for this recruitment will be conducted on an unassembled basis where the examination score is

based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

In-person interviews and/or further testing in Hawaii may be required at the discretion of the hiring agency. If in-person interviews and/or further testing is a requirement, applicants who meet the minimum qualification requirements and are referred to the vacancy must be available to participate in person and at their own expense in this required phase of the selection process.

Applicants are encouraged to submit their applications as soon as possible. In addition to employment availability and score, the referral of qualified applicants may be based upon other factors including date of receipt of the application.

### **QUALITY OF EXPERIENCE**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position.

Please provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours you worked per week.

NOTE: The Department of Taxation will not withhold the referral of names of eligible candidates for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

### **HOW TO FILE**

Applications should be submitted in person to:

Department of Taxation

830 Punchbowl St., Room 217, Honolulu, Hawaii 96813

***Or by mail to:***

Department of Taxation

P.O Box 259, Honolulu, Hawaii 96809

### **WHEN TO FILE**

File applications immediately. Mailed applications and supplemental materials should be postmarked by midnight of the last day to file applications. For positions indicating *Continuous Recruitment Until Needs Are Met*, the last day to file applications will be posted in the Personnel Office at the address listed above.