

CAREER OPPORTUNITY**STATE OF HAWAII – DEPARTMENT OF TAXATION**

Personnel Office - 830 Punchbowl Street - Room 217 Honolulu, Hawaii 96813

Opening Date: July 15, 2024

Ending Date: Continuous

TAX RETURNS EXAMINER III**Recruitment Number TAX-2024-16****Kauai District****Permanent Full-Time Position****\$4,409.00 - \$6,526.00 Monthly****JOB SUMMARY**

The primary purpose of this position is to perform specialized work in office auditing, which includes the more technically complex tax returns of individuals, partnerships, corporations, trusts, non-profit organizations, and other entities for compliance. Major responsibilities will include applying basic accounting principles and judgments to determine correct tax liabilities, preparing assessments and refund vouchers, and assisting with the preparation of appeals cases for review by the Administrative Appeals Office, Board of Review, etc.

MINIMUM QUALIFICATION REQUIREMENTS**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge (of): Interviewing techniques; State and applicable Federal income and miscellaneous tax laws, rules and regulations; office practices and procedures; methods of computing depreciation; accrual basis of accounting, and accounts classification.

Ability (to): Conduct interviews and deal effectively with public; analyze facts and figures and derive sound conclusions therefrom; understand and apply tax laws, rules and interpretations; make arithmetic computations rapidly and accurately; operate standard office equipment, including adding and calculating machines and computers; give and receive oral and written instructions.

EXPERIENCE

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

General Experience: Three (3) years of 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 methods, practices and procedures of tax work.

Specialized Experience: Two (2) years of 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.

SUBSTITUTIONS ALLOWED:

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

DETERMINATION

Final determination will be based on the 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.

APPLICATION INSTRUCTIONS

HOW TO APPLY

Application packets are available at the Personnel Office or online at <http://tax.hawaii.gov/about/jobs/>. Application forms must be legible and signed (original signature OR electronic signature with an authenticity or audit document).

Applications can be hand delivered to:
Department of Taxation
830 Punchbowl St., Room 217
Honolulu, Hawaii 96813

Or mailed to:
Department of Taxation
P.O. Box 259
Honolulu, Hawaii 96809

REQUIRED FORMS / DOCUMENTATION

In addition to a signed application form, your application packet should also include evidence that adequately demonstrates how you meet the position's Minimum Qualification requirements. This may include a resume, cover letter, transcripts, etc.

NOTE: Copies of transcripts are sufficient to make an initial determination of eligibility (i.e. – to determine whether a candidate meets the Minimum Qualification requirements). However, official transcripts will need to be submitted before DOTAX can make an Offer of Employment.

FILING DEADLINE

For recruitments with a specific application deadline, all completed application materials must be received (in-person submissions) or postmarked (mailed submissions) by that date in order to be considered. For continuous recruitments that do not have a specific application deadline (e.g. – Continuous, Continuous Until Needs Are Met, etc.), you are encouraged to file your application as soon as possible. A notice regarding the closure of a continuous recruitment will be posted in the Personnel Office.

EXAMINATION AND EVALUATION

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. At the discretion of DOTAX, interviews and/or testing may be required. If interviews and/or testing is a required, applicants who meet the Minimum Qualification requirements and are referred for further evaluation must be available to participate in this phase of the selection process at their own expense. In addition to employment availability and evaluation scores, the referral of qualified applicants may be based upon other factors, including but not limited to the order in which completed applications were received.

NOTIFICATIONS TO APPLICANTS

DOTAX 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 are not responsible if you do not receive our emails or fail to check your email inbox 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>

EQUAL OPPORTUNITY EMPLOYER

DOTAX is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court records (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran. As a State agency, DOTAX complies with applicable State and Federal laws relating to employment practices.

If you need a reasonable accommodation to participate in the application process, please call the DOTAX Personnel 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.

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986, reference checks of previous employers, and a criminal history check.