

DATE: FEBRUARY 13, 2012  
INS120045  
PAGE: 1

TAX AUDIT CLERK, TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
FINANCIAL CONDITIONS  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER DIRECT SUPERVISION, AT THE ENTRY LEVEL, WILL WORK IN THE TAX AUDIT SECTION TO ASSIST WITH EXAMINING TAX RETURNS AS WELL AS COMPLETE TAX AUDITS TO VERIFY FOR ACCURACY AND COMPLIANCE WITH STATE TAX LAWS. THIS POSITION VERIFIES TAX RETURNS FOR MATHEMATICAL ACCURACY AND APPLIES ANY NECESSARY INTEREST, ADDITIONS, PENALTIES AND/OR REFUNDS. AUDITING WORK IS PERFORMED IN ACCORDANCE WITH TAX LAWS. REVIEWS AND CORRECTS WORK ITEMS ASSOCIATED WITH RETURNS, PAYMENTS, DEPOSIT TRANSACTIONS/TRANSFERS. PREPARES LETTERS TO NOTIFY TAXPAYERS OF OUTSTANDING TAX ISSUES. ASSISTS TAXPAYERS WITH QUESTIONS CONCERNING THEIR TAX RETURN FILINGS AND DEADLINES. EMPLOYEE MUST BE ABLE TO UTILIZE THE COMPUTER SYSTEM TO RESEARCH AND COMPILE INFORMATION AND PERFORM UPDATES. REQUIRES COMPUTER SKILLS WITH THE USE OF VARIOUS APPLICATIONS, INCLUDING MICROSOFT WORD, EXCEL AND ACCESS. ASSISTS WITH SPECIAL PROJECTS AND PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR YEAR HIGH SCHOOL OR THE EQUIVALENT, INCLUDING COMPLETION OF A BOOKEEPING OR ACCOUNTING COURSE IN A SECONDARY, VOCATIONAL, OR BUSINESS SCHOOL.  
EXPERIENCE: THREE YEARS EXPERIENCE AT THE STATE TAX DIVISION, OR THREE YEARS EXPERIENCE IN BOOK-KEEPING OR A CLOSELY RELATED POSITION WHERE ACCURATE MATHEMATICAL COMPUTATIONS, RECORDKEEPING, AND SOME PUBLIC CONTACT WERE PRIMARY DUTIES.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF A COURSE OF STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY WHICH INCLUDED THREE SEMESTER HOURS OF MATH OR ACCOUNTING MAY SUBSTITUTE FOR THE EXPERIENCE AS DESCRIBED ABOVE ON A YEAR-FOR-YEAR BASIS.

DATE: FEBRUARY 13, 2012  
INS120045  
PAGE: 2

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

DEADLINE: FEBRUARY 24, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
CAMMIE WHEELER  
PO BOX 50540  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120045 ON APPLICATION