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TAX AUDIT CLERK  
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: SPECIAL QUALIFICATIONS DESIRED: WORK IN THE TAX  
AUDIT SECTION TO ASSIST WITH EXAMINING TAX RETURNS  
FOR ACCURACY AND COMPLIANCE WITH STATE TAX LAWS AS  
WELL AS BE ADEQUATE WITH COMPUTER SYSTEMS AND WORK  
WELL WITH OTHERS.  
DETAILED JOB DUTIES: UNDER DIRECT SUPERVISION, AT  
FULL PERFORMANCE, THE POSITION AUDITS TAX RETURNS  
AND OTHER DOCUMENTS FOR COMPLETENESS, ACCURACY AND  
COMPLIANCE WITH STATE TAX LAWS. WORK IS PERFORMED  
IN ACCORDANCE WITH STATUTORY RULES, REGULATIONS,  
POLICIES AND PROCEDURES GOVERNING THE LAWFUL AND  
TIMELY COMPLETION OF TAX RETURNS. REQUIRES STRICT  
CONFIDENTIALITY IN REGARD TO TAXPAYER INFORMATION.  
CALCULATES PENALTY AND INTEREST FOR LATE FILERS  
AND COMPOSES CORRESPONDENCE LETTERS FOR NON-FILERS  
LATE-FILERS AND OVER/UNDER PAYMENTS OF TAXES.  
WORKS DIRECTLY WITH COMPANIES/LICENSEES TO RESOLVE  
OUTSTANDING ISSUES. MUST MAINTAIN A STRONG  
KNOWLEDGE OF TAX LAWS (FEDERAL AND STATE) AND  
INTERNAL PROCEDURES. PERFORMS OTHER DUTIES AS  
ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR  
HIGH SCHOOL OR THE EQUIVALENT INCLUDING COMPLETION  
OF A BOOKKEEPING OR ACCOUNTING COURSE IN A  
SECONDARY, VOCATIONAL, OR BUSINESS SCHOOL.  
EXPERIENCE: FOUR YEARS EXPERIENCE IN BOOKKEEPING  
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 AND/OR  
ACCOUNTING MAY SUBSTITUTE FOR THE EXPERIENCE AS  
DESCRIBED ABOVE ON A YEAR-FOR-YEAR BASIS UP TO

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FOUR YEARS.  
NOTE: SUCCESSFUL COMPLETION OF THE ONE YEAR  
PROBATIONARY PERIOD AS A TAX AUDIT CLERK TRAINEE  
MAY SUBSTITUTE FOR THE ABOVE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: NOVEMBER 07, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KATHRYN MULLINS  
OFFICES OF THE INSURANCE COMMISSIONER  
900 PENNSYLVANIA AVENUE  
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS170013 ON APPLICATION