**Tax Corrections Examiner 1**

(8681AR) AR 20

***In the Department of Revenue Services, this class is accountable for performing a limited range of tasks in verifying the accuracy and completeness of tax returns and related documents for input into financial data systems, and to insure that billings, credits or other adjustments are proper and correctly applied.***

*EXAMPLES OF DUTIES*

Verifies the accuracy of tax return data for proper entry into financial data systems;

Reviews computer edit and update printouts, audit assessments, and/or taxpayer account data to identify and resolve correction problems and to properly adjust and update accounts;

Researches original and amended returns to determine if taxpayer is in violation of any tax statute, regulation or department policy;

Interprets schedules of income and expense and verifies that exemptions, deductions and/or credits claimed by taxpayer are valid;

Prepares work papers supporting all adjustments made to financial data systems;

Researches account master files to determine if registration problem exists;

Computes the tax liabilities and credits by interpreting incomplete or improperly completed tax returns;

Resolves taxpayer problems on questionable billings or credits;

Assists other employees of the department in resolving problems with financial data systems;

Prepares reports and correspondence as required;

May assist taxpayers in preparation of tax return;

Performs related duties as required.

*KNOWLEDGE, SKILL AND ABILITY*

Knowledge of basic tax accounting and auditing methods and procedures; knowledge of electronic data methods and procedures; knowledge of and ability to interpret tax statutes relating to allowable deductions, computation of interest and penalties and tax filing requirements; some knowledge of office and billing procedures; interpersonal skills; oral and written communication skills; ability to analyze and evaluate various tax forms and statements; ability to utilize computer software; ability to perform mathematical computations.

*MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE*

Five (5) years of experience in tax investigation, tax accounting, tax auditing or tax processing.

*MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED*

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. One (1) year as an Associate Revenue Processor or Connecticut Careers Trainee in a related class may be substituted for the General Experience.

*SPECIAL REQUIREMENTS*

Incumbents in this class may be required to speak a foreign language.