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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

TAX EXAMINER

Code: 051100

Pay Grade: 18 (\$14.74 – 19.33/hr)

Open for Recruitment: June 13, 2016 - Until Canceled

JOB DESCRIPTION

This is administrative work involving the examination, assessment, and collection of various state taxes. Responsibilities also include responding to taxpayer questions or concerns.

Tax Examiners must have the ability to work independently and as part of a team. They must deal tactfully and professionally with the public and their representatives, tax professionals, legislators and employees throughout Maine Revenue Services (MRS).

The successful applicant will communicate and write clearly and effectively; have knowledge of computers and computer programs; have the ability to comprehend federal and state tax law; possess excellent math skills and knowledge of basic accounting principles; and have the ability to deal effectively with taxpayers and their representatives in confrontational situations.

MRS consists of a number of divisions. The primary responsibility of a Tax Examiner varies by division and may not include all typical duties listed below. For example, while the primary duty of a Tax Examiner in the Compliance division is to collect tax delinquencies, the primary duty of a Tax Examiner in the Sales Tax and Income Tax divisions is to review tax returns and refund requests and make appropriate adjustments and assessments.

Typical Duties

- Reviews tax returns, applications, and records for completeness and accuracy.
- Calculates the amount of sales, excise, income, and/or other taxes due in order to make assessments.
- Reviews information from various sources to identify potential non-filers.
- Contacts taxpayers in writing or by telephone for a variety of reasons including to clarify assessments imposed on them.
- Establishes ability to pay and collects taxes through telephone contact or enforced collection measures; negotiates payment terms.
- Discusses and explains various tax forms, laws, and policies with taxpayers and their representatives.
- Interprets and applies federal and state tax codes for personal, business, and corporate taxes.

MINIMUM REQUIREMENTS

In order to qualify, you must have a Bachelor's Degree from an accredited educational institution -OR- a four (4) year combination of training, education, and/or experience in business, computer science, banking/finance, accounting and/or tax collection work.

All candidates applying for a position at Maine Revenue Services will be subject to a tax clearance check. In order to be selected for a position, an applicant must have filed all his or her Maine returns and paid all Maine tax liabilities.

For all candidates not currently employed at Maine Revenue Services: State law requires that applicants seeking initial employment with Maine Revenue Services undergo a fingerprint based state and federal criminal history record check.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$365.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2016

Value of State's share of Employee's Retirement: 15.85% of pay.