



City of Los Angeles

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City of Los Angeles Personnel Department

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TAX AUDITOR

Class Code: 1514

Open Date: 04-08-05

REVISED: 01-02-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$55,916 to \$81,766 and \$65,897 to \$96,361

Candidates from the eligible list are normally appointed to vacancies in the lower salary range positions.

NOTE:

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Tax Auditor conducts or reviews field or office audits of accounting and related records of persons, businesses, and organizations to determine the accuracy of self-assessed tax payments to the City of Los Angeles; and performs internal audits of operations related to business tax and permit enforcement, audit, and administration.

REQUIREMENTS

1. Graduation from a recognized four-year college or university with a degree in Accounting; **or**
2. Graduation from a recognized four-year college or university and satisfactory completion of at least 24 semester or 36 quarter units in the following courses: Principles of Accounting I and II; Intermediate Accounting I and II; Cost Accounting; Auditing and two of any of the following courses: Governmental Accounting I and II, Tax Accounting, upper-level Information Technology, or Managerial Accounting.

NOTES:

1. Completion of a Supplemental Form. (Note: Supplemental forms and applications will be available at the interview location.)
2. College seniors who are within six months of graduation from a recognized four-year college or university may apply. However, you cannot be appointed until you have completed all your course work. Successful candidates will be notified of degree verification procedures.
3. After being appointed to this position, Tax Auditors are expected to successfully complete an approximate seven-week class conducted by the City of Los Angeles, Office of Finance.
4. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
5. For those filing under requirement # 2, a copy of a school transcript (annotated with accounting courses, credit earned, and grade received) may be attached to the Supplemental Form.

WHERE TO APPLY

1. Make an appointment through the placement office of the school with which you are affiliated to interview with the City of Los Angeles recruiters should they visit your campus.
2. Those individuals who are not currently affiliated with participating schools may participate in the examination when applications are accepted through the City's online application process. If the examination is not open for filing at the time of your visit, you are encouraged to complete and submit a notification card by visiting the website at https://www.governmentjobs.com/js_login.cfm?&TopHeader=lacity&, clicking on the Job Descriptions link and following the prompts so that you may be advised when applications will be accepted.
3. Applications and Supplements may be periodically accepted at alternate locations when the City participates in special recruitment events, job fairs, or career expos. For those special events, any special application or testing procedures will be explained directly to event participants.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

This examination may close without prior notice at any time after a sufficient number of applications have been received. For administrative purposes, filing may close periodically and reopen the following day.

SELECTION PROCESS

Examination Weight: Interview100%

The examination will be based entirely on an evaluation of general qualifications by interview. In the interview, emphasis will be placed on the adequacy of the candidate’s background and education as they provide an understanding of: the terminology, theory, principles and practices of auditing commercial accounts; the operation of a personal and/or laptop computer to perform various operations related to auditing; effective oral communication skills; the ability to: plan, coordinate and set work priorities, including estimating time needed to complete audits; interact effectively with others; explain complex material to the public; and other necessary knowledge, skills, and abilities.

NOTES:

- 1. This examination is based on a validation study.
- 2. Candidates may take this examination only once every 365 days during the term of this bulletin.
- 3. Employees of this class are required to perform field audits that necessitate travel to various locations within Los Angeles. Tax Auditors must provide their own efficient vehicle for the performance of these duties. Employees who personally drive their own vehicle or alternate drivers of vehicles used in performance of these duties must possess a valid California driver’s license prior to appointment, and the vehicle used must be properly insured for use in City service upon appointment. Mileage will be paid according to established policies. A Tax Auditor may also be required to travel to and work at locations outside of Los Angeles and/or outside of the State.
- 4. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
- 5. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
- 6. A final average score of 70% is required to be placed on the eligible list.
- 7. At the time of your interview, you will be required to show picture identification.

Notice: If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

**THIS EXAMINATION IS TO BE GIVEN ON AN
OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.