



# City of Los Angeles

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City of Los Angeles Personnel Department

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## TAX COMPLIANCE OFFICER

**Class Code: 1179**

**Open Date: 04-25-14**

### **ANNUAL SALARY**

\$55,311 to \$68,737; \$62,702 to \$77,903; and \$77,819 to \$96,695

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **DUTIES**

A Tax Compliance Officer analyzes, interprets and enforces various tax, permit and fee liabilities, including the City business, payroll, parking and transient occupancy taxes and City permit ordinances through independent field and office investigations; may supervise other Tax Compliance Officers by directing and coordinating the activities of a field enforcement or office enforcement section.

### **REQUIREMENTS**

1. Two years of full-time paid experience as a Tax Compliance Aide with the City of Los Angeles; **or**
2. A Bachelor's degree from a recognized four-year college or university with a degree in business administration, economics, accounting, finance, or public administration.

### **NOTES:**

1. Applicants who lack six months or less of the above required experience may file for this examination; however, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California driver's license prior to appointment. 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.

### **WHERE TO APPLY**

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

**Applications must be received by THURSDAY, MAY 8, 2014.**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Los Angeles City Promotion applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from April 25, 2014 in the event that additional applicants need to be tested to meet hiring needs.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

**Examination Weight: Written ..... 100%**

The examination will consist entirely of a multiple-choice written test in which candidates may be examined for knowledge of: accounting and bookkeeping methods and terminology; and the ability to read and interpret complex written materials such as City Charter provisions, City Clerk's Rulings, City Attorney Opinions and ordinances; read and understand street maps; effectively perform data entry, write correspondence, memos, and reports; perform mathematical calculations; use computer software, including Word and Excel; plan, prioritize and schedule work; deal tactfully and effectively with co-workers, management and the public; and other necessary skills, knowledge and abilities.

Candidates will be notified by mail of the time and location of the written test which will be administered in a single half-day session on **SATURDAY, JUNE 28, 2014**, in Los Angeles.

### **NOTES:**

1. This examination is based on a validation study, and as provided by the Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. 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](http://per.lacity.org/exams/verify_disability.pdf).
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined they do not possess the minimum qualifications stated on this bulletin.
4. Upon appointment, a Tax Compliance Officer may be required to furnish his or her own automobile, properly insured for use in City service. Mileage will be paid according to established rates.
5. A final average score of 70% is required to be placed on the eligible list.
6. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit at the rate of 0.25 of a point for each year of continuous classified City service in those classes which provide qualifying experience for this class, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
7. In conjunction with Civil Service rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
8. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

### **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 BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND 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.