



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR TAX AUDITOR

Class Code: 1519

Open Date: 10-24-14

ANNUAL SALARY

\$76,608 to \$112,000

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 Senior Tax Auditor assigns, reviews and evaluates the work of professional and clerical employees engaged in conducting or reviewing field or office audits of financial records of persons, businesses or organizations to determine the accuracy of self-assessed tax payments to the City of Los Angeles; supervises internal audits of operations related to business tax and permit enforcement, audit and administration; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Two years of full-time paid professional experience with the City of Los Angeles as a Tax Auditor; or
2. Two years of full-time paid experience with the City of Los Angeles in a class which is at least at the level of Tax Auditor and which provides experience in conducting or reviewing field audits of financial records to determine the accuracy of self-assessed tax payments.

NOTES:

1. Applicants who lack six months or less of the above experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. 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.
3. Employees of this class are required to perform field audits and monitor the work performance of subordinate employees, both of which require travel to various locations within Los Angeles. Senior Tax Auditors shall provide their own efficient transportation for the performance of these duties and the vehicles used shall be properly insured for use in City service upon appointment. Mileage will be paid according to established policies. A Senior Tax Auditor may also be required to travel to and work at locations outside of Los Angeles and/or outside of the State.

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?promotionaljobs=1> for Promotional Examinations.

NOTE:

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

APPLICATION DEADLINE

Applications must be received by **THURSDAY, NOVEMBER 6, 2014.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Interview 100%

The examination will consist entirely of an evaluation of experience and personal qualifications by interview. In the interview, emphasis may be placed on the adequacy of the candidate's experience, training and personal qualifications as they provide the knowledge of: methods of financial operations and procedures typical to major types of large and small businesses regularly audited; terminology typical to major types of large and small businesses regularly audited; methods and procedures used to examine, verify, and analyze financial and operating records, statements, and reports for tax purposes; City Charter provisions relating to City Business taxes; Business Tax Ordinance (Art. I, Ch. 2 L.A.M.C.), including requirements for and applicability of the various taxpayer classifications; policies and procedures of the Tax and Permit Division of the Office of Finance; City Clerk rulings relating to City taxes; types and applicability of the various certificates, permits, and licenses issued by the City Clerk's Office; business tax law as it affects the operation of commercial establishments; terminology, theory, and practice of commercial accounting; professional and legal responsibilities and limitations of an auditor; common reasons for differences between self-assessed taxes and audit findings; tax reporting requirements and standards of the City of Los Angeles; the differences between tax reporting requirements of the City of Los Angeles and other taxing jurisdictions such as the State of California and the Federal government; regulations and conditions relating to the assessment of penalties and interest; procedures for investigating secondary sources of information pertinent to the audit; supervisory principles and practices, including planning, delegating, and controlling the work of subordinates; City personnel policies, rules, and regulations relating to subordinate personnel including Memoranda of Understanding and grievance handling procedure; laws and regulations related to equal employment opportunity; and the ability to recognize circumstances visible in a business operation that indicate proper taxpayer classification; read and interpret complex written material such as business documents, Articles of Incorporation, business tax provisions of the Municipal Code, provisions of contracts, and other legal documents; plan, coordinate, and set priorities in own work, including estimating time needed to complete audit; anticipating and allowing for potential problems or unusual circumstances; demonstrate initiative, such as following up on problems or new information without being told; explain complex ordinances, regulations, and policies in a manner that can easily be understood by the taxpayer; exercise tact, courtesy, and good judgment in dealing with taxpayers and their representatives or employees; work effectively with supervisors and co-workers; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JANUARY 5, 2015 to JANUARY 16, 2015**.

NOTES:

1. This examination is based on a validation study.
2. 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.
3. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
4. A final average score of 70% is required to be placed on the eligible list.
5. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
6. 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.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL 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.