



GOVERNMENT OF THE VIRGIN ISLANDS
invites applications for the position of:

Tax Revenue Clerk

SALARY: \$28,217.00 Annually

OPENING DATE: 09/06/19

CLOSING DATE: 09/20/19 11:59 PM

DESCRIPTION:

Under the guidance of the Supervisor of Tax Records Management Service the employee scrutinizes various tax systems of the Bureau of Internal Revenue (BIR) to ascertain a taxpayer's filing status with regards to compliance and the issuance of an annual tax clearance letter. He/she interacts frequently with taxpayers and the Department of Licensing and Consumer Affairs (DLCA) to resolve account discrepancies and issues of delinquency.

Work is reviewed for conformity to standards and for the efficient performance of assigned duties and responsibilities.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE):

- Responds to inquiries from taxpayers requiring tax clearance letters. Conducts research to verify whether taxpayers are compliant.
- Issues tax clearance letters, if taxpayers are compliant. If not, information is sent to Delinquent Accounts Return (DAR) Branch for further investigation.
- Assists in the maintenance of tax returns, related documents, files and records.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS:

High School Diploma or its equivalent supplemented with six (6) credits in bookkeeping or accounting.

OR

High School Diploma or its equivalent with 2 years bookkeeping or accounting related experience.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of methods and procedures used in record keeping and document management.
- Knowledge of the organizational structure and the workflow within the BIR.
- Ability to gain and maintain satisfactory working relationships with the public and other employees.

FACTOR 2 - SUPERVISORY CONTROLS:

The incumbent receives general supervision from the Supervisor Tax Records Management Service. The incumbent is expected to perform with a considerable degree of independence and exercise a high degree of initiative and creativity.

FACTOR 3 - GUIDELINES:

The guidelines have been pre-determined through on-the-job routines. Judgment must be used in interpreting and applying guidelines. Ingenuity, resourcefulness and good judgment are required to resolve some of the issues that will arise

FACTOR 4 - COMPLEXITY:

The position requires the ability to manage multiple priorities and perform tasks rapidly and accurately. This position requires the ability to maintain good working relationships with all employees in the section.

FACTOR 5 - SCOPE AND EFFECT:

The scope of the work affects the examining and processing of tax clearance letters.

FACTOR 6 - PERSONAL CONTACTS:

Contacts are made with BIR personnel, the taxpayer and the employees of the DLCA.

FACTOR 7 - PURPOSE OF CONTACTS:

To obtain or supply information on tax returns.

FACTOR 8 - PHYSICAL DEMANDS:

There are no physical demands. The job is primarily sedentary in nature.

FACTOR 9 - WORK ENVIRONMENT:

The work environment is within an office setting. There are no risks or discomforts associated with this position.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.dopusvi.org>

Position #201700991
 TAX REVENUE CLERK
 LD

United States
 Territorywide, VI 00802

millicent.aubain@dop.vi.gov

Tax Revenue Clerk Supplemental Questionnaire

- * 1. The answers you provide to the supplemental questions will be used to determine if you meet the minimum qualifications for this position. Please note that in order to qualify for a position you must satisfy the criteria outlined in the minimum qualifications section of the vacancy announcement and submit supporting documentation. If using a diploma, degree, certification or license to qualify for this position the diploma, degree, certification or license must be uploaded as an attachment(s) to your application. Only education from an accredited school will be accepted to satisfy an education requirement. If you are using college credits to qualify for this position you must upload your transcript. Only education from an accredited school will be accepted to satisfy an education requirement. If you are using experience to qualify for this position your experience must be detailed on your application. Attaching a resume does not supersede any of these requirements. Your responses pertaining to specific work experience must be clearly shown in the area for work history on your application. If you are required to be a veteran to qualify for this position you must attach your DD214. An incomplete application, missing documents, or false responses to questions may result in disqualification and/or termination if hired. It is important that your application include all relevant education and experience, including that with the Government of the Virgin Islands. All items must be attached at the time of applying even if the information has been received by the Division of Personnel in paper form prior to May 1, 2017. Your application must be completed in full before it is submitted. Please review all applications for accuracy and make all corrections before submittal because errors can result in not meeting the minimum qualifications. We do not accept additional information after your application has been received by the Personnel Department. Do you accept

- Yes
 No

* 2. Do you have a High School Diploma or its equivalent with six (6) credits in bookkeeping or accounting?

Yes

No

* 3. Do you have a High School Diploma or its equivalent and two (2) years bookkeeping or accounting experience?

Yes

No

* Required Question