



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

Data Entry Repair Operator

SALARY: \$33,057.00 - \$35,333.00 Annually

OPENING DATE: 10/01/18

CLOSING DATE: 10/15/18 11:59 PM

DESCRIPTION:

Under guidance from the Supervisor of Data Entry and Repair Operators, this employee inputs tax returns onto the Bureau of Internal Revenue's (BIR) various tax modules. He/she ensures that all applicable schedules are attached and entered as specified by form type. The incumbent is required to troubleshoot minor problems and perform adjustments according to predefined procedures.

Work is reviewed for adherence to standard operating procedures, while the employee is expected to perform with a considerable degree of independence and must exercise initiative in carrying out his/her assignments.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE)

- Keys in alphanumeric data from various sources. Deciphers written responses and returns rejected by the scanner. Manually edits returns not deciphered by system.
- Logs assigned work orders in and out of system.
- Prepares production logs or reports for completed assignments.
- Perform other duties as required or assigned which are reasonably within the scope of duties.

MINIMUM QUALIFICATIONS:

Associate degree in information technology.

OR

High School Diploma or its equivalent with six (6) credits in business administration or related field and two (2) years data entry experience.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Comprehensive knowledge of the operating system. Must possess thorough knowledge of the processes and procedures of data processing.
- Possess ability to enter data rapidly and accurately into the system.
- The incumbent must possess basic math and good communication skills.

FACTOR 2 - SUPERVISORY CONTROLS

The incumbent receives general supervision from the Supervisor of the Data Entry and Repair Operators. The incumbent is expected to perform with a considerable degree of independence and exercise initiative.

FACTOR 3 - GUIDELINES

The guidelines used by the incumbent include the Internal Revenue Code, Federal Tax regulations, and other local tax regulations. Other guidelines consist of pre-determined on-the-job procedures and manuals. Judgment must be used in interpreting and applying guidelines. Ingenuity, resourcefulness, good judgment and strong leadership are required to resolve some of the issues that will arise.

FACTOR 4 - COMPLEXITY

The job requires the ability to manage multiple priorities, perform tasks rapidly and accurately and to develop and maintain good working relations with all employees.

FACTOR 5 - SCOPE AND EFFECT

The scope of the work affects the processing of returns.

FACTOR 6 - PERSONAL CONTACTS

Contacts are made with Senior Data Repair Operators and the Supervisor.

FACTOR 7 - PURPOSE OF CONTACTS

To process 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 #201700285
DATA ENTRY REPAIR OPERATOR
LD

STT: 3438 Kronprindsens Gade GERS Bldg 3rd Floor
STX: 3009 Orange Grove Shopping Ctr
Territorywide, VI STT: 00802 STX: 00850
340-774-8588

millicent.aubain@dop.vi.gov

Data Entry Repair Operator Supplemental Questionnaire

- * 1. Do you have a High School Diploma or its equivalent with six (6) credits in business administration or related field and two (2) years data entry work experience?

- Yes
- No

* 2. Do you have an Associates Degree in Information Technology?

- Yes
- No

* Required Question



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

• **Tax Revenue Clerk**

SALARY: \$28,217.00 - \$30,020.00 Annually

OPENING DATE: 10/01/18

CLOSING DATE: 10/15/18 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 #201700289
TAX REVENUE CLERK
LD

STT: 3438 Kronprindsens Gade GERS Bldg 3rd Floor
STX: 3009 Orange Grove Shopping Ctr
Territorywide, VI STT: 00802 STX: 00850
340-774-8588

millicent.aubain@dop.vi.gov

Tax Revenue Clerk Supplemental Questionnaire

- * 1. Do you have a High School Diploma or its equivalent supplemented with six (6) credits in bookkeeping or accounting?
- Yes
 No
- * 2. Do you have a High School Diploma or its equivalent with two (2) years bookkeeping or accounting related work experience?
- Yes
 No
- * Required Question



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

Revenue Agent Trainee

SALARY: \$38,998.00 - \$41,667.00 Annually

OPENING DATE: 10/01/18

CLOSING DATE: 10/15/18 11:59 PM

DESCRIPTION:

With daily supervision from the Chief or Assistant Chief of Audit, performs examination of wage earner, sole proprietorship, and simple business tax returns and validates entitlement to various tax credits and incentives. Works with senior agents to interpret and consistently apply tax laws. Assists taxpayers in preparing returns and works to resolve disputed findings.

Work is carefully selected for its training value in preparing the incumbent for more responsible and independent tasks. The employee is required to take in-house courses sponsored by the Internal Revenue Service (IRS) in preparation for complex work assignments.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE)

Performs basic audits. Check for compliance and verification of information on tax returns based on IRS code. These returns typically involve small dollar amounts.

Compiles and prepares monthly and summary reports on cases.

Conducts research for drafting correspondence for higher level management, in response to taxpayer inquires or complaints. Communicates and updates any division issues to executive management.

Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS:

BA degree in accounting, business administration, management or other related field with eighteen (18) or more credits in accounting.

SPECIAL REQUIREMENTS

Contingent upon the availability of space within the first year of hire the incumbent must attend and satisfactorily pass Level I and Level II IRS training for Revenue Agents. If trainee fails to successfully complete Level I and Level II IRS training, they will be subject to termination within thirty (30) days of the final test date.

Upon the successfully completion of Level I and Level II training for Revenue Agents and having spent a

minimum of one year from the date of hire as a Revenue Agent Trainee the incumbent will be automatically promoted to a Revenue Agent.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of Accounting.

Knowledge of current Virgin Islands and Federal Tax laws, rules and regulations.

Knowledge of files, procedural manuals and other related materials utilized in the research and analysis of excise tax returns and supporting documentation.

FACTOR 2 - SUPERVISORY CONTROLS

The Chief or Assistant Chief of Audit provides instructions about objectives, deadlines and priorities for performing the tasks of the Revenue Agent Trainee. The incumbent is expected to perform with considerable customer focus and exercise a high degree of initiative and creativity.

FACTOR 3 - GUIDELINES

The guidelines used by the Revenue Agent Trainee include the Internal Revenue Code, Federal Tax regulations, and other local tax regulations. Other guidelines consist of pre-determined on-the-job procedures and manuals. Judgment must be used in interpreting and applying guidelines. Ingenuity, resourcefulness, good judgment and strong leadership are required to resolve issues that will arise.

FACTOR 4 - COMPLEXITY

The Revenue Agent Trainee must meet established goals and targets. This position requires the ability to work with taxpayers, attorneys and tax practitioners.

FACTOR 5 - SCOPE AND EFFECT

The scope of the work affects the entire Bureau of Internal Revenue (BIR). The Revenue Agent Trainee is responsible for his/her caseloads.

FACTOR 6 - PERSONAL CONTACTS

The Revenue Agent Trainee interacts with BIR personnel and taxpayers. Periodically the Revenue Agent Trainee works with the public to provide taxpayer assistance.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made in person, through phone calls with the audit staff and taxpayers. The Revenue Agent Trainee is also in contact with the IRS to exchange data and liaison with officials on a range of technical issues.

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 and periodically in the field. There are no risks or discomforts associated with this position.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.dopusvi.org>

STT: 3438 Kronprindsens Gade GERS Bldg 3rd Floor
STX: 3009 Orange Grove Shopping Ctr
Territorywide, VI STT: 00802 STX: 00850
340-774-8588

millicent.aubain@dop.vi.gov

Position #201700287
REVENUE AGENT TRAINEE
ZG

Revenue Agent Trainee Supplemental Questionnaire

* 1. Do you have a Bachelor's Degree in Accounting or Business Administration, management or other related field?

Yes

No

* 2. Do you have 18 or more credits in Accounting?

Yes

no

* Required Question