



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: 05/29/19

CLOSING DATE: 06/11/19 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 #201700737
 DATA ENTRY REPAIR OPERATOR
 CI

United States
 Territorywide, VI 00802

millicent.aubain@dop.vi.gov

Data Entry Repair Operator Supplemental Questionnaire

- * 1. If your application does not have the required documents attached - High School Diploma, College Degree, College Transcripts, DD214, Certifications, Licenses - you will be disqualified from continuing with the recruitment process. Do you Accept?
 - Yes
 - No
- * 2. Do you have an Associates Degree in Information Technology?
 - Yes
 - No
- * 3. Do you have a High School Diploma or equivalent ?
 - Yes
 - No
- * 4. Do you have six (6) college credits in business administration?
 - Yes
 - No
- * 5. Do you have two (2) years data entry work experience?

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: 05/23/19

CLOSING DATE: 06/06/19 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 #201700736
TAX REVENUE CLERK
ZG

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

Tax Revenue Clerk Supplemental Questionnaire

- * 1. If your application does not have the required documents attached - High School Diploma, College Degree, College Transcripts, DD214, Certifications, Licenses - you will be disqualified from continuing with the recruitment process. Do you Accept?
 - Yes
 - No
- * 2. Do you have a High School diploma or its equivalent?
 - Yes
 - No
- * 3. Do you have six (6) credits in bookkeeping or accounting?
 - Yes
 - No
- * 4. Do you have two (2) years bookkeeping or accounting related work experience?
 - Yes
 - No
- * Required Question



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

Data Entry Repair Operator

SALARY: \$33,057.00 Annually

OPENING DATE: 05/29/19

CLOSING DATE: 06/11/19 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 #201700745
DATA ENTRY REPAIR OPERATOR
LD

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

Data Entry Repair Operator 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 an Associates Degree in Information Technology?

Yes

No

* 3. Do you have a high school diploma or its equivalent with six (6) credits in business administration or a related field and two (2) years data entry experience?

Yes

No

* Required Question



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

Tax Registration Deposit Clerk

SALARY: \$28,217.00 Annually

OPENING DATE: 05/29/19

CLOSING DATE: 06/12/19 11:59 PM

DESCRIPTION:

With guidance received from the Supervisor of the Collection and Deposit Section the employee in this position is responsible for extracting, sorting, numbering, coding and batching tax returns and other related materials. He/she prepares and scans tax returns into the main system, routes processed returns, tax correspondence and mail to the appropriate activity center. The incumbent also assists in preparing the daily deposit in accordance with established collection procedures and participates in balancing and reconciling the daily deposit.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE):

- Sorts and counts incoming documents and remittances according to required categories within a prescribed deadline.
- Sorts returns by tax classification.
- Ascertains the validity of payments and supporting documents.
- Prepares daily balance sheet and deposits for the bank.
- Prepares document and remittance registers.
- Codes and scans returns and payments.
- Compiles and prepares daily reports on revenues received at the window.
- 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 with six (6) credits in bookkeeping or accounting.
- High School Diploma or its equivalent and two (2) years bookkeeping or accounting experience.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION:

- Some knowledge of current Virgin Islands and Federal Tax laws, rules and regulations as they apply to collections and deposits.
- Ability to validate payments and supporting documents.

FACTOR 2 - SUPERVISORY CONTROLS:

The incumbent receives general supervision from the Supervisor of Collections and Deposits. The incumbent is expected to perform with a considerable degree of independence and exercise a degree of initiative.

FACTOR 3 – GUIDELINES:

The guidelines used by the Tax Registration Deposit Clerk 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 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 job requires the ability to manage multiple priorities and perform tasks rapidly and accurately. This position requires the ability to develop and maintain good working relations with all employees in the section.

FACTOR 5 - SCOPE AND EFFECT:

The scope of the work affects the collection and deposit of payments.

FACTOR 6 - PERSONAL CONTACTS:

Contacts are made with Collections and Deposit staff and taxpayers.

FACTOR 7 - PURPOSE OF CONTACTS:

To perform cashiering & deposit functions and provide taxpayer assistance.

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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.dopusvi.org>

Position #201700735
TAX REGISTRATION DEPOSIT CLERK
LD

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

Tax Registration Deposit 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



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

Tax Return Controller

SALARY: \$35,919.00 Annually

OPENING DATE: 05/29/19

CLOSING DATE: 06/12/19 11:59 PM

DESCRIPTION:

Under the guidance and instruction of the Chief or Assistant Chief of Processing, the employee maintains and prepares file room receptacles for storing annual tax filings. He/she correlates and associates all payments, adjustments and miscellaneous documents with the applicable return for a particular tax year. The incumbent is also responsible for maintaining the documentation that facilitates the logging in and out of returns and the requests for official copies of tax filings.

Work is reviewed for conformity to instruction and for official performance of assigned duties

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE)

- Maintains a system for monitoring the filing, storage and retrieval of tax returns at the Bureau of Internal Revenue (BIR).
- Administers the receipt and distribution of tax returns.
- Coordinates the inter-island shipment of tax documents. Prepares shipping documentation, interacts with mailing agent and verifies receipt of documents.
- Supervises the distribution of office supplies and equipment.
- Maintains inventory of office supplies.
- Generates periodic reports on inventory.
- Performs other duties as required or assigned by the Deputy Director Operations which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS:

High School Diploma or its equivalent and training in bookkeeping, familiarity with computer software such as Microsoft Excel and Word, a valid drivers license and a minimum of three (3) years experience in document management gained in the private or public sector.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Some knowledge of BIR polices and procedures.
- Knowledge of locations to pick up and deliver documents.
- Knowledge of record keeping and inventory management.
- Basic knowledge of tax returns to enable categorization.

FACTOR 2 - SUPERVISORY CONTROLS

Reports to the Chief or Assistant Chief of Processing. The Tax Returns Controller receives general supervision from the Chief of Processing who defines the objectives, priorities and deadlines. The Tax Returns Controller is expected to work with minimal supervision.

FACTOR 3 - GUIDELINES

The guidelines consist of on-the-job procedures. These 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 job requires attention to detail and managing multiple tasks.

FACTOR 5 - SCOPE AND EFFECT

The scope of the work affects the entire BIR. The incumbent is responsible for overseeing tax return administration for the Districts of St. Thomas/St. John and St. Croix.

FACTOR 6 - PERSONAL CONTACTS

The Tax Returns Controller interacts with personnel of BIR and some external vendors.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made in person, through phone calls and with BIR staff to manage tax returns.

FACTOR 8 - PHYSICAL DEMANDS

There are some physical demands. The job requires occasional lifting and transporting boxes and other items to the warehouse.

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 #201700734
TAX RETURN CONTROLLER
LD

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

Tax Return Controller 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 and training in bookkeeping, familiarity with computer software such as Microsoft Excel and Word?

Yes

No

* 3. Do you have a valid driver's license?

Yes

No

* 4. Do you have a minimum of three (3) years experience in document management gained in the private or public sector?

Yes

No

* Required Question