



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

Tax Management Assistant

SALARY: \$42,296.00 - \$45,188.00 Annually

OPENING DATE: 09/30/19

CLOSING DATE: 10/11/19 11:59 PM

DESCRIPTION:

Under the direct supervision of the Reviewer/Conferee, the employee works in accordance with established policies, but independent judgment is sometimes required. The incumbent plans and controls the flow of the work from the time the tax returns are transferred for review until the time of the expiration of the 90-day notices and the time the returns are sent back to the Processing and Accounts Branch.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE)

- Types letters of appointment, correspondence, memos and reports.
- Composes and replies to routine information requests.
- Provides taxpayer assistance for the audit section.
- Maintains computer and hardcopy files of all cases.
- Performs other duties as required or assigned by the Chief of Audit which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS:

Associates degree in business administration, management or a closely related field and two (2) years experience working as a secretary in an accounting department or unit.

OR

High School Diploma or its equivalent supplemented with four (4) years secretarial experience in tax administration.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Bureau of Internal Revenue (BIR) policies and procedures, office management and Microsoft applications such as Word, Excel and PowerPoint.
- Ability to type accurately and operate basic office machinery (e.g., personal computer, fax, copier machines, etc.).
- Possess strong interpersonal skills with emphasis on communication skills both oral and written.

FACTOR 2 - SUPERVISORY CONTROLS

The Tax Management Assistant receives general supervision from the Chief of Audit who defines the objectives, priorities and deadlines. The Tax Management Assistant is expected to work with minimal supervision.

FACTOR 3 - GUIDELINES

The guidelines consist of pre-determined on-the-job procedures and technical 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 incumbent must be able to manage multiple tasks and set priorities to assignments. This position requires the ability to work with the audit staff and the public in providing assistance and directing the work flow through the section.

FACTOR 5 - SCOPE AND EFFECT

The scope of the work affects the audit branch.

FACTOR 6 - PERSONAL CONTACTS

The Tax Management Assistant interacts with BIR personnel and the public.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made in person through phone calls to receive and disseminate information for the Chief of Audit's office.

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 #201701026
TAX MANAGEMENT ASSISTANT
CI

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

Tax Management Assistant Supplemental Questionnaire

- * 1. If your application does not have the required documents attached - High School Diploma, High School Transcript, College Degree, College Transcripts, DD214, Certifications, Specialized Licenses, Resume or Valid ID - you will be disqualified from continuing with the recruitment process. Do you Accept?
 - Yes
 - No
- * 2. Do you have an Associates degree in business administration, management or a closely related field?
 - Yes
 - No
- * 3. Do you have two (2) years experience working as a secretary in an accounting department or unit?
 - Yes
 - No
- * 4. Do you have a High School Diploma or its equivalent?
 - Yes
 - No
- * 5. Do you have four (4) years secretarial experience in tax administration?
 - Yes
 - No
- * Required Question



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

PBX Operator- Receptionist

SALARY: \$30,519.00 Annually

OPENING DATE: 10/02/19

CLOSING DATE: 10/16/19 11:59 PM

DESCRIPTION:

Under the direction of a supervising PBX Operator--Receptionist or a higher level clerical employee, an employee in this class operates an agency I s switchboard in processing telephone calls. The employee also acts as a receptionist and performs routine clerical tasks. The employee is responsible for establishing and maintaining good relations with callers.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE):

Answers all incoming local and long distance telephone calls supplying general information and making proper connections to persons requested; places local and long distance outgoing calls and all inter-office calls.

Receives and delivers messages by telephone between departmental personnel and outside persons.

Receives, announces and directs callers; gives routine non-technical information.

Performs a variety of routine clerical tasks.

Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Completion of the twelfth school grade or its equivalent and two years of clerical experience;

OR

Completion of the tenth school grade and four years clerical experience .

POSITION FACTORS:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general organization of the department to which assigned, sufficient for directing the public to appropriate departmental units and personnel .

Skill in operating a large switchboard under heavy load conditions calmly and efficiently.

Ability to answer calls and questions with a well modulated and pleasant voice and the use of good grammar.

Ability to understand, follow and relay oral and written instructions and to perform general and routine clerical tasks.

Ability to establish and maintain effective working relationships with co-workers and all persons contacted during the course of work.

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

Position #201701024
PBX OPERATOR- RECEPTIONIST
LD

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

PBX Operator- Receptionist 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 equivalent from an accredited institution?

Yes

No

- * 3. Do you have two (2) years clerical experience?

Yes

No

- * 4. Have you completed education up to the tenth (10th) grade?

Yes

No

- * 5. Do you have four (4) years clerical experience?

Yes

No

- * Required Question



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

Messenger/Mailroom Clerk

SALARY: \$28,217.00 Annually

OPENING DATE: 10/02/19

CLOSING DATE: 10/16/19 11:59 PM

DESCRIPTION:

The employee in this position works under the direct supervision of the Special Assistant to the Director or any other higher-level officer in a department or agency and is responsible for routinely mailing the department's tax bills and other documents as required by the department or agency, routing correspondence to the proper functional area by analyzing the applicable delivery information and affixing the required postage. He/she also performs general messenger work, such as receiving, delivering, and collecting incoming and outgoing mail or other documents or items, including correspondence, memoranda, publications, records, files, packages, and other similar material. As directed, he/she may also be involved in the performance of light manual or mechanical work, or general office tasks of a simple and routine nature.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE)

- Time stamps, sorts and distributes mail to appropriate section or destination.
- Verifies information on all outgoing mail for accuracy.
- Prepares packages and separates mail for departmental and postal delivery.
- Serves as the office messenger. In this capacity the incumbent delivers and picks up mail and packages.
- Performs other duties as required or assigned by the Special Assistant to the Director, which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS:

High School Diploma or its equivalent, a minimum of two (2) years experience as a clerk or similarly related experience and must possess a valid drivers license.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the functions, locations, and organizational components of the BIR or the respective department or agency (to sort and deliver mail) and most governmental offices.
- Knowledge of mail handling procedures (to time-stamp, obtain background information, sort by category, file designation, or subject matter, wrap for mailing and detach file copies).
- Ability to drive passenger type vehicles.

FACTOR 2 - SUPERVISORY CONTROLS

Reports to a higher-level officer or to the Special Assistant to the Director. The Messenger/Mailroom Clerk receives general supervision from the Special Assistant to the Director or the assigned supervisor who defines the objectives, priorities and deadlines. The Special Assistant to the Director or his/her designee periodically reviews work to assess whether it conforms with established policies and

procedures. Promptness and accuracy of mail distribution is periodically spot-checked by the Special Assistant to the Director or his/her designee.

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 or the department or agency to which one is assigned. Accuracy and reliability in the processing and flow of mail and the delivery of packages facilitates accomplishing work at the assigned department or agency.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with employees of BIR and other government department and agencies.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of exchanging information, reporting problems, making routine deliveries and picking up mail.

FACTOR 8 - PHYSICAL DEMANDS

The work involves considerable walking with pushing or pulling of delivery carts. Packages may weigh up to 25 pounds.

FACTOR 9 - WORK ENVIRONMENT

The work environment is within an office setting with daily trips to other government offices. The incumbent observes normal safety precautions when making mail deliveries or performing messenger duties.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.dopusvi.org>

Position #201701027
MESSENGER/MAILROOM CLERK
LD

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

Messenger/Mailroom 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 equivalent from an accredited institution?

- Yes
- No

* 3. Do you have a minimum of two (2) years experience as a clerk or similarly related experience?

- Yes
- No

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

- Yes
- No

* Required Question