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

Revenue Agent Trainee

**SALARY:** $38,998.00 - $38,998.00 Annually

**OPENING DATE:** 08/29/22

**CLOSING DATE:** 09/12/22 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 inquiries 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.
Revenue Agent Trainee Supplemental Questionnaire

* 1. Do you have a BA degree in accounting, business administration, management or other related field?
   ☐ Yes
   ☐ No

* 2. Do you have eighteen (18) or more credits in accounting?
   ☐ Yes
   ☐ No

* 3. Are you capable of completing and passing satisfactorily IRS training Level I and Level II for Revenue Agents?
   ☐ Yes
   ☐ No

* 4. 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 your application does not have the required documents attached - High School Diploma, High School Transcript, College Degree, College Transcripts, Evaluation of International Credentials (U.S.), DD214, Certifications, Specialized Licenses, Proof of Citizenship (Birth Certificate, U.S. Passport, or Naturalization Certificate), Resume, or Valid ID - you will be disqualified from continuing with the recruitment process. Do you Accept?
   ☐ Yes
   ☐ No

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

Data Entry Repair Operator

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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

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. Do you accept

☐ Yes
☐ No
* 2. Do you have an Associate degree in information technology or related field?
   ☐ Yes
   ☐ No

* 3. Do you have a High School Diploma or equivalent from an accredited institution?
   ☐ Yes
   ☐ No

* 4. Do you have two (2) years of data entry experience?
   ☐ Yes
   ☐ No

* 5. Do you have at least six (6) credits in business administration or a related field?
   ☐ Yes
   ☐ No

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

Revenue Agent Trainee

**SALARY:** $38,998.00 Annually

**OPENING DATE:** 08/29/22

**CLOSING DATE:** 09/12/22 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 inquiries 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.
Revenue Agent Trainee 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. Do you accept
  ☐ Yes
  ☐ No

* 2. Do you have eighteen (18) or more credits in accounting?
  ☐ Yes
  ☐ No

* 3. Do you have a Bachelor of Arts degree in accounting, business administration, management, or other related field?
  ☐ Yes
  ☐ No

* 4. Are you capable of attending and satisfactorily passing Level I and Level II IRS training for Revenue Agents?
  ☐ Yes
  ☐ No

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

Revenue Officer Trainee

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Under the immediate supervision of the Chief or Assistant Chief of the Delinquent Account and Returns (DAR) Branch, resolves examination and collection concerns of taxpayers by providing customer assistance, investigating compliance issues such as filing and payment delinquencies, taking enforcement actions and working tax accounts. Performs analysis on basic accounting issues working with taxpayers, practitioners and other Bureau of Internal Revenue (BIR) employees.

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

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE):
- Computes interests’ and penalties on delinquent taxes. Assists taxpayers in the preparation of tax returns.
- Recommends closing delinquent accounts that are deemed non-collectible if taxpayers cannot make payments due to indebtedness.
- Enforces collection action by serving levies against taxpayer’s salary, bank accounts or accounts receivable when the taxpayer does not fulfill payment.
- Compiles and prepares monthly and summary reports on cases.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS:

Bachelors’ 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 Officers. If trainee fails to
successfully complete Level I and Level II IRS training they will be subject to termination within 30 days of the final test date.

Upon the successfully completion of Level I and Level II training for Revenue Officers and having spent a minimum of one year from the date of hire as a Revenue Officer Trainee, the incumbent will be automatically promoted to a Revenue Officer.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION:
- Knowledge of current Virgin Islands and Federal Tax laws, rules and regulations as it applies to collections.
- Knowledge of customer service guidelines and procedures.
- Knowledge of files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documentation.
- Ability to interpret laws, rules and regulations of the IRS to delinquent cases.

FACTOR 2 - SUPERVISORY CONTROLS:
The Chief or Assistant Chief of the DAR Branch provides instructions about objectives, deadlines and priorities for performing the tasks of the Revenue Officer 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 Officer 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 some of the issues that will arise.

FACTOR 4 – COMPLEXITY:
The Revenue Officer Trainee must meet established goals and targets as well as on a strategic or tactical level. 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 BIR. The Revenue Officer Trainee is responsible for his/her caseloads.

FACTOR 6 - PERSONAL CONTACTS:
The Revenue Officer Trainee interacts with the DAR Branch personnel, taxpayers, banks and other financial institutions, and periodically, meets with the public to provide taxpayer assistance.

FACTOR 7 - PURPOSE OF CONTACTS:
Contacts are made in person, through phone calls with revenue staff, the taxpayers, other senior BIR staff and the public. The Revenue Officer Trainee is also in contact with the IRS to exchange data and liaison with officials on a range of technical issues.

FACTOR 8 - 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.donusvi.org

United States
Territorywide, VI 00802

millicent.aubein@ dop.vi.gov
Revenue Officer Trainee 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. Do you accept

☐ Yes
☐ No

* 2. Do you have a Bachelor of Arts degree in Accounting, Business Administration or Business Management?

☐ Yes
☐ No

* 3. Do you have eighteen (18) or more credits in accounting?

☐ Yes
☐ No

* 4. Do you possess the ability to attend and satisfactorily pass Level I and Level II IRS training for Revenue Officers?

☐ Yes
☐ No

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

Tax Registration Teller

**SALARY:** $30,519.00 Annually

**OPENING DATE:** 08/29/22

**CLOSING DATE:** 09/12/22 11:59 PM

**DESCRIPTION:**

With guidance received from the Supervisor of Collection and Deposit an employee performs the full range of collecting and depositing revenues in accordance with established procedures. Performs reconciliation, balancing, and auditing of receipts and disbursements in a large number of categories using the automated payment posting and the intelligent forms processing systems. Follows established procedures to safeguard cash and financial instruments. Provides quality customer service and establishes good working relationships with the representatives from the bank and the Department of Finance.

**DUTIES AND RESPONSIBILITIES:**

**DUTIES (NOT ALL INCLUSIVE)**

- Performs cashiering function, accepts payments and provides receipts to taxpayers.
- Ensures strict security is maintained over all payments and numbered receipts.
- Provides taxpayer assistance at the counter window.
- Sorts and counts incoming documents and remittances according to required categories within a prescribed deadline.
- 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) or more credits in bookkeeping or accounting and three (3) years' experience as a Tax Registration and Deposit Clerk.
- High School Diploma or its equivalent and five (5) years clerical experience including three (3) years as a Teller, Cashier, Account Clerk or related capacity.

**POSITION FACTORS:**

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of cashiering procedures.
- Knowledge and understanding of basic customer service.
• Knowledge of current Virgin Islands and Federal Tax laws, rules and regulations relating 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 and is expected to perform with a considerable degree of independence and initiative.

FACTOR 3 - GUIDELINES:
The guidelines used by the Tax Registration Teller 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.

FACTOR 4 - COMPLEXITY:
The job requires the ability to manage multiple priorities and perform tasks rapidly and accurately. It also 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 & Deposit staff and taxpayers.

FACTOR 7 - PURPOSE OF CONTACTS:
To perform cashiering 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. There are no risks or discomforts associated with this position.

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

Position #2019033202
TAX REGISTRATION TELLER

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

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**Tax Registration Teller 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. Do you accept

☑ Yes
☑ No

* 2. Do you have a High School Diploma or its equivalent with six (6) or more credits in bookkeeping or accounting and three (3) years of experience as a Tax Registration and Deposit Clerk? (college transcript must be attached)

☑ Yes
☑ No

* 3. Do you have a High School Diploma or its equivalent and five (5) years of clerical experience including three (3) years as a Teller, Cashier, Account Clerk or related capacity?
☐ Yes
☐ No

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

Tax Revenue Clerk

**SALARY:** $28,217.00 Annually

**OPENING DATE:** 08/29/22

**CLOSING DATE:** 09/12/22 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.do.usvi.org

Position #201903203
TAX REVENUE CLERK
LD

United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

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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. 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 six (6) credits in bookkeeping or accounting?
  - Yes
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:

US Claims Officer

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Under the direct supervision of the Disclosure Officer, the employee works with the collection and deposit section in identifying and preparing US Claims returns for processing. The incumbent reviews tax returns for completeness; corresponds with taxpayer to secure and add missing data and subsequently verifies the amount of the claim. If further investigation is warranted the specific case is then referred to the Disclosure Officer or his/her designee for resolution.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE)
- Processes US Claims filed at the Bureau of Internal Revenue (BIR).
- Prepares transmittal reports listing refunds due to the Virgin Islands Government.
- Sends notification letters regarding refunds.
- Provides technical assistance during the development or change of tax forms, computer programs.
- Provides taxpayer assistance as required.
- Performs other duties as required or assigned by the Disclosure Officer which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS:

Associate degree in business administration or related field with six (6) or more credits in accounting and two (2) years experience working in a lower grade related to tax administrative and service.

OR

High School Diploma or its equivalent with six (6) or more credits in business administration or accounting and a minimum of four (4) years experience working in a lower grade related to tax administrative and service.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION
• Knowledge of Internal Revenue Service (IRS) code and BIR polices and procedures.
• Ability to identify and resolve issues related to disclosure and US claims.
• Knowledge of BIR organizational structure, functions and procedures.
• Possess strong interpersonal skills with emphasis on communication skills both oral and written.

FACTOR 2 - SUPERVISORY CONTROLS
The US Claims Officer receives general supervision from the Disclosure Officer who defines the objectives, priorities and deadlines for this position. The US Claims Officer is expected to work with minimal supervision.

FACTOR 3 - GUIDELINES
The guidelines used by the US Claims Officer include the Internal Revenue Code, Federal Tax regulations, and other local tax regulations. The guidelines consist of pre-determined on-the-job procedures and manuals. Judgment must be used in interpreting and applying guidelines. Guidelines are applicable in every situation. 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. The US Claims Officer must meet established goals and targets. This position requires the ability to work with IRS Service Center attorneys, the general public and senior level government officials.

FACTOR 5 - SCOPE AND EFFECT
The scope of the work affects the entire BIR.

FACTOR 6 - PERSONAL CONTACTS
The US Claims Officer interacts with personnel of BIR, government agencies and the IRS.

FACTOR 7 - PURPOSE OF CONTACTS
Contacts are made in person, through phone calls to receive and disseminate information for the Disclosure 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 #201903204
US CLAIMS OFFICER

United States
Territorywide, VI 00802

millcent.aubain@dop.vi.gov

US Claims Officer 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. Do you accept
* 2. Do you have an Associate Degree in Business Administration or a related field?
   - Yes
   - No

* 3. Do you have six (6) or more college credits in accounting?
   - Yes
   - No

* 4. Do you have two (2) years of experience working in a lower grade related to tax administrative and service?
   - Yes
   - No

* 5. Do you have a High School Diploma or equivalent from an accredited institution?
   - Yes
   - No

* 6. Do you have four (4) years of experience working in a lower grade related to tax administrative and service?
   - Yes
   - No

7. Do you have six (6) or more credits in business administration or accounting?
   - Yes
   - No

* Required Question