

## CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 8/12/16 ms

ANNOUNCEMENT NO. 69

### INCOME TAX TRACER

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

#### SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$12.60 - \$19.82** per Hour.

#### FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 19, 2016 UNTIL 4:30 P.M. ON THURSDAY, SEPTEMBER 1, 2016.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, SEPTEMBER 1, 2016.**

**THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.**

#### EXAMINATION INFORMATION

**TYPE: WRITTEN TEST** Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

#### DUTIES OF THE POSITION

Verifies income tax returns for mathematical accuracy. Totals and corrects income, place of employment, and residence. Codes and batches income tax returns and verifies scanned payment information on CRTs. Receives and applies payments on delinquent accounts. Performs other related duties within or outside the tax office. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MUST MEET THE MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AT THE TIME OF FILING UNLESS OTHERWISE STATED. SUCH QUALIFICATIONS AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. Two years of post-secondary schooling from an accredited college or university is required, six (6) credit hours of which must be in Accounting. (Substitution: The equivalent of one year of experience in Accounting, Bookkeeping, Auditing, or closely related field may substitute for each year of post-secondary schooling lacking.) Must demonstrate exceptional mathematical ability.

**NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.**

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Those persons who are residents of the City of Cleveland for at least one year at the date of filing and who received passing scores shall have ten (10) additional points added to their grades. A list of acceptable forms of proof of residency applicants need to present at the time of filing is included with the application.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER

**APPLICANT CHECKLIST: READ CAREFULLY**

MUST MEET MINIMUM QUALIFICATIONS OF POSITION  
**APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!**

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

REQUIREMENT	DONE
COMPLETED APPLICATION FORM (DO <b>NOT</b> STATE "SEE ATTACHED RESUME"). <b>IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS</b>	
SIGN AND DATE THE COMPLETED APPLICATION (It does <b>NOT</b> have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have a <u>Bachelor's Degree</u> no copy of H.S. Diploma/ GED is necessary, but you must submit copy of Degree).	
PROOF OF ANY COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts). <ul style="list-style-type: none"> <li>• A minimum of two years of post-secondary schooling from an accredited college or university is required, six (6) credit hours of which must be in Accounting; <b>A TRANSCRIPT MUST BE PROVIDED</b></li> <li>• <u>Substitution Available:</u> The equivalent of one year of experience in Accounting, Bookkeeping, Auditing, or closely related field may substitute for each year of post-secondary schooling lacking.</li> </ul>	
APPLICANTS MUST DEMONSTRATE EXCEPTIONAL MATHEMATICAL ABILITY	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE	
PROOF OF RESIDENCY MATERIALS: THESE ARE <u>NOT REQUIRED</u> TO APPLY, ONLY IF YOU ARE SEEKING RESIDENCY CREDIT	
THE THREE (3) CARDS IN THE APPLICATION <b>MUST</b> BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
Any other information or materials that demonstrate your qualifications and experience for this position. <b>IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS.</b> A cover letter is welcomed but not required.	

**PLEASE NOTE: DURING THE LIFE OF THE ELIGIBILITY LIST YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE LIST**

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

## RESIDENCY POINTS

§74 of Charter of the City of Cleveland states:

A person who is a bona fide resident of the City of Cleveland for at least one year and desires to take an entrance level civil service examination, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade is attained, as determined by the civil service bulletin for such examination, have added to his or her raw score ten (10) points.

OR

A resident of the City of Cleveland for at least one year from the date of filing of an application for a promotional civil service examination, who receives a passing grade on that promotional examination, shall have added to his or her raw score five (5) points.

**In order to be considered for the extra points, you must submit COPIES of 4 different proofs of residency from ONE YEAR AGO and 4 different proofs of residency that are CURRENT. Such proofs include:**

**Driver's License  
Bank Statements  
Utility Bills  
Mortgage or Lease  
Bills  
Other Mail (Postmarked)  
Insurance Statement**

**SO, THIS MEANS THAT YOU MUST SUBMIT AT LEAST EIGHT (8) ITEMS OF PROOF FOR RESIDENCY CREDIT!!!!**