

TEST PLAN

TAX AUDITOR 2 - #5632

1. Minimum Qualifications Screening
2. Agency may:
 - develop test questions and criteria at the time of recruitment, or
 - use the core T Promotional Merit Rating that has been developed on:

A. Auditing and Accounting	45%
B. Tax Laws, Rules, and Research	25%
C. Communication (Verbal and Written)	25%
D. Project and Staff Coordination	<u>5%</u>
	100%
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- three years of experience auditing; drafting rules or legislation; providing law training; or developing tax forms or instructions. This experience **must have been in either** Oregon income tax; corporate excise tax; another state or city with an income tax structure similar to Oregon's; **or** Federal income tax; **AND**
- one of the following:
 - a Bachelor's degree with at least 30 quarter hours (20 semester hours) in accounting; **or**
 - 30 quarter hours in accounting **and** two years of experience doing either compliance work in a tax program or professional accounting. This experience **must include full-cycle accounting and at least two of the following**: cash receipts; cash disbursements; cost accounting; journal entries; operation of a general ledger system and subsidiary accounts; posting and closing a full set of books; or preparation of a trial balance.

Experience developing use requirements; testing and/or monitoring processing systems for large tax programs; or developing microcomputer applications to support administration of city, state, or Federal tax programs may substitute for up to one year of the required experience.

Transcripts must be submitted for all required and/or related courses.