

UPWARD MOBILITY PROGRAM

Annotated Guide

Title: **Revenue Tax Specialist Trainee**

Position Title Code: 38575

Salary Grade: RC-062-10

Credential or Certificate: Credential or Certificate

Promotional Title: Revenue Tax Specialist I

User Agency: Revenue

A Revenue Tax Specialist Trainee, under immediate supervision, for a period of six to twelve months, participates in an agency-sponsored training program, receiving a combination of classroom and on-the-job training in tax laws, rules and regulations, tax forms, research methods and procedures, communications skills and basic computer concepts; receives supervised on-the-job training assignments to acquire a practical knowledge of tax document processes with periodic assessments throughout the training period.

Minimum Training and Experience

This is a dual Upward Mobility Title. An employee can qualify as follows:

1. CREDENTIAL - A bachelor's degree in Accounting, Finance, Economics, Statistics, or Business Administration.
2. CREDENTIAL – An unrelated bachelors degree with 20 semester hours of related coursework.
3. CERTIFICATE - An unrelated bachelors degree and passing the Revenue Tax Specialist Trainee Upward Mobility exam.
4. CERTIFICATE - Six (6) years of tax related experience and passing the Revenue Tax Specialist Trainee Upward Mobility exam.

An employee may qualify under (3) with a combination of years of related college and/or years of tax-related experience. One year of college equals one and one-half years of experience.

Credential Grading Guide

A = Bachelor's degree in accounting, finance, economics, statistics, or business administration.

(CREDENTIAL)

6/08 Salary Revised