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# Example of Tax Examiner Job Description

Our company is looking for a tax examiner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tax examiner

* Confer with taxpayers or their representatives via phone, email, and/or in person to discuss or explain compliance items
* Analyze reports to assist Supervisor with the planning and forecasting of the unit work
* Maintain unit’s proxy box activity, ensuring inquiries are addressed in a timely manner
* Updates all relevant unit training manuals to meet current Department of Revenue policies and procedures
* Lead projects as they are created by leadership team
* Perform administrative tasks that support unit’s business needs and goals
* Supervises Tax Examiners and others in Processing Department through the assignment of work, monitoring of progress, provision of training and conducting performance appraisals of staff
* Confers with agency personnel and taxpayers to review returns, kick outs and correspondence to ensure taxpayer concerns are addressed, problems solved and issues are identified for future business reforms
* With team, analyzes taxpayer issues and trends related to form completion and recommends changes for clarity or ease of use
* Represent the Processing Bureau and acts as a liaison between Tax Administration, GeniSys Team, Imaging Team and E-File Coordinator

## Qualifications for tax examiner

* Independent thinking to arrive at practical solutions
* Demonstrated experience working on projects
* One year experience providing customer service by telephone, in writing or face to face using appropriate interpersonal communication techniques
* Work experience with the Department of Revenue
* Strong coaching and development abilities, strong interpersonal skills across multiple levels of the organization, as the incumbent will be responsible for entry-level to advanced-level examiners and will partner with various internal and external stakeholders on short-term and long-term projects to advance the functionality of the unit and the Division as a whole
* Experience as a Team/Project Lead or supervisor