



## **Tax Technician 1, Board of Equalization**

**Exam Code: 8PB65**

**Department:** California Department of Tax & Fee Administration

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Tax Technician, Board of Equalization** – \$3,281.00 - \$4,409.00 per month.

View the [Tax Technician 1, Board of Equalization classification specification](#)

This classification is utilized by both the Board of Equalization and the California Department of Tax & Fee Administration.

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9) months**.

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

#### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16th Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

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#### **Either 1**

In the California state service, either: (a) six months of experience performing the duties at a level of responsibility not less than that of an Office Assistant; or (b) one year of experience performing the duties of an Assistant Clerk.

#### **Or 2**

**Education:** Either equivalent to completion of the 12th grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

## POSITION DESCRIPTION

### **Tax Technician 1, Board of Equalization**

This is the entry and first journey level of the series. Under close supervision, incumbents learn and perform the less difficult and complex technical work such as: registration, maintenance, close-out, and security requirements of tax accounts and property statements by remote entry; process escrow releases; and provide routine advisory services to taxpayers and other governmental agencies by phone or in writing. Positions allocated to this level may also learn and perform duties in the more varied and complex program areas.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation – Weighted 100% of the final score.**

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

**Knowledge of:**

1. Modern office methods and procedures.
2. Business terminology as it relates to the tax programs administered by the Board of Equalization.
3. Rules, regulations, general organization, and procedures of the Board of Equalization.
4. Grammar, spelling, punctuation, and modern English usage.
5. Arithmetic.

**Ability to:**

1. Communicate at a level required for successful job performance.
2. Perform mathematical computations.
3. Apply laws, rules, and regulations.
4. Interpret and use reference material.
5. Follow instructions.
6. Use tact and good judgment in dealing with fellow employees, the public, and other governmental entities.
7. Interpret written and numerical data.
8. Learn to utilize personal computer systems and software applications in the performance of technical work.
9. Communicate effectively over the telephone and in person.
10. Accept increasing responsibility.
11. Be flexible and adapt to changes in procedures and/or workload.

## **ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the **Tax Technician 1, Board of Equalization** classification will be established for:

California Department of Tax & Fee Administration

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is

established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for career credits.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

[Take the Tax Technician 1, Board of Equalization examination](#)

## TESTING DEPARTMENTS

California Department of Tax & Fee Administration

## CONTACT INFORMATION

If you have any **administrative** questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

**California Department of Tax & Fee Administration**  
Examination & Recruitment Section

California Department of Tax & Fee Administration  
450 N Street, MIC 17  
Sacramento, CA 95814  
Email: [exams@cdtfa.ca.gov](mailto:exams@cdtfa.ca.gov)

If you have any ***technical*** questions concerning this examination bulletin, please contact:

**California Department of Human Resources**

CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

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## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this

bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The requirement for "Equivalent to graduation from college" means at least a Bachelor's degree from an accredited college or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Transcripts provided for verification must show the date the degree was awarded/conferred.

For specific coursework, transcripts must indicate applicant name, the name of the institution, and detailed information regarding any required coursework, including: course title; semester/quarter credits earned; name of institution; and completion dates. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

Applicants with foreign transcripts must provide a foreign transcript evaluation that indicates the number of units that his/her foreign course work is equivalent to.