



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

## CITY TAX AUDITOR

Exam No. 2042

**WHEN TO APPLY:** From: May 2, 2012  
To: May 22, 2012

**APPLICATION FEE: \$54.00**  
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

**WHAT THE JOB INVOLVES:** City Tax Auditors, under supervision, perform professional tax auditing work to ensure that taxpayers are in compliance with tax laws and regulations. All City Tax Auditors perform related work.

**Special Working Conditions:** City Tax Auditors may be required to make out-of-town field trips and take public transportation to and from taxpayers' places of business.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$38,303 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**HOW TO QUALIFY:**

**Education and Experience Requirements:**

1. A baccalaureate degree from an accredited college or university, including or supplemented by 24 semester credits in accounting, with at least one course each in auditing, U.S.(Federal) taxation, advanced accounting, and cost/managerial accounting, or
2. An associate degree or 60 semester credits from an accredited college or university, including or

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

supplemented by 24 semester credits in accounting, with at least one course each in auditing, U.S.(Federal) taxation, advanced accounting, and cost/managerial accounting, and two years of full-time satisfactory tax-related auditing or tax accounting experience, or

3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and 24 semester credits in accounting, with at least one course each in auditing, U.S.(Federal) taxation, advanced accounting, and cost/managerial accounting, and four years of full-time satisfactory tax-related auditing or tax accounting experience, or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. College education may be substituted for experience on the basis that each 30 semester credits from an accredited college or university may be substituted for one year of required experience. However, all candidates must have at least a four-year high school diploma or its equivalent and 24 semester credits in accounting, with at least one course each in auditing, U.S.(Federal) taxation, advanced accounting, and cost/managerial accounting,

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

**Experience requirements must be met by the last day of the Application Period. Education requirements must be met by June 30, 2012.**

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**REQUIRED FORMS:**

1. **Application for Examination:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.2 (if applicable), A.4 (if applicable), A.6, B (if applicable), and D (if applicable)**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying online**, follow the online instructions. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit for **a maximum of 3 years of experience acquired after May 1, 2009**, up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience in a United States governmental agency performing professional tax auditing work to ensure that taxpayers are in compliance with tax laws and regulations for:**

	<b>You will receive:</b>
At least 6 months but less than 1 year and 6 months	10 points
At least 1 year and 6 months but less than 3 years	20 points
3 years	30 points

**If you have satisfactory full-time experience in the United States in other than a governmental agency performing professional tax auditing work to ensure that taxpayers are in compliance with tax laws and regulations for:**

	<b>You will receive:</b>
At least 2 years but less than 3 years	5 points
3 years	10 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

Experience must be obtained by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certifications:** If you meet the requirements for Selective Certification, as described in the following sections, you may be considered for appointment to positions with these requirements through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for these positions. Your qualifications for Selective Certification will be checked by the appointing agency at the time of appointment.

1. **Tax Enforcement:** If you have at least six months of full-time experience **in the United States acquired after May 1, 2009** using FinCen, Accurint and Lexis Nexis **and** a valid certification in one of the following: CFE - Certified Fraud Examiner or CAMS - Certified Anti-Money Laundering Specialist, **enter "TAE" in Section D (page 4) of the Education and Experience Test Paper to indicate your interest in this Selective Certification.**
2. **Tax Audit-Related Research:** If you have at least six months of full-time experience **in the United States acquired after May 1, 2009** using Lexis Nexis, Research Institute of America (RIA), Public Access to Court Electronic Records (PACERS), Automated City Register Information System (ACRIS) or other land records system **and** Electronic Audit case tracking - such as Professional Audit Support System (PASS) or other electronic audit case tracking/support system, **enter "TAR" in Section D (page 4) of the Education and Experience Test Paper to indicate your interest in this Selective Certification.**

These requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Application Receipt:** If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. **If you applied by mail,** you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

---

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 40523; Tax Auditor Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)