

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **March 28, 2018**
NO: **M7-18**

CLASSIFICATION TITLE
TAX EXAMINER/COLLECTOR
(Income Tax Department)

STARTING RATE
\$ 15.56

FILING OF APPLICATION

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, Ohio 44702, or open application may be printed from www.cantonohio.gov under "City Government" click on "City Services", "Civil Service", and then "View City Jobs". Application, clear copy of driver's license, a current resume, college transcripts (unofficial will be accepted) and any other documentation pertaining to this position must be on file no later than Friday, April 20, 2018 at 3:00 p.m.

EXAMINATION – WEDNESDAY, APRIL 25, 2018

CHECK-IN: 4:00 p.m. (no candidate will be admitted after 4:00 p.m.)
LOCATION: Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: Written questions on the Tax Examiner/Collector to include: Reading Comprehension; Public Relations; Arithmetic Computation; Number Verification; Auditing Procedures; Deductions: Employee Expenses; Canton City Income Tax – Codified Ordinances 181 and 182; Federal Income Tax; Problem Solving; Collections; and General Accounting. A 70% passing point will be used.

THE USE OF BATTERY POWERED, NON-PRINTING CALCULATORS DURING THE EXAMINATION WILL BE PERMITTED.

This is an open examination. To be eligible for the examination, applicants must show that they are a reliable worker and must be a United States Citizen or have legally declared their intention of becoming a citizen and be bondable by an individual surety bond.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Graduation from an accredited college or university, with major or concentration in Accounting/Finance area is required. Previous experience and training in tax preparation and auditing is preferred but not necessarily required. Must be extremely trustworthy. Must be reliable, responsible, organized, and thorough. Must have excellent interpersonal skills. Must establish and maintain effective working relationships with both public and private sector tax professionals. Must display good judgment and professional integrity. Must function efficiently under pressure and highly stressful situations. Must follow complex oral and written instructions. Knowledge of G.A.A.P. and other appropriate guides to accounting practices required. Needs knowledge of bookkeeping procedures. Must be able to understand and apply Municipal Tax Code. Must be able to understand and apply and be thoroughly familiar with Internal Revenue Code and Ohio Revised Code provisions related to municipal tax regulations and procedures.

******NOTICE OF DRUG TESTING REQUIREMENT******

Candidates must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, "Crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

******IMPORTANT NOTICE TO VETERANS******

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline of bonus credit is to be claimed.

CITY RESIDENCE BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will received 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%

EQUAL EMPLOYMENT

All qualified applicants will receive consideration without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

RATING

Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and City residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once this list has been established, your name will remain on the list for a period of one (1) year.

DUTIES

This is a responsible and professional position in the City of Canton Income Tax Division, working with extremely sensitive and confidential tax documents and data. The position involves extensive contact with tax professionals and the general public, and the periodic contact with other departments in the City. Duties include, but are not limited to, assisting all taxpayers by answering tax questions, preparing City tax forms, arranging for the payment of tax, and conducting audits. The employee will be assigned a specific group of accounts, and will be directly responsible for audit and collections functions on all accounts assigned. Other related tasks may be required by the Income Tax Director and/or City Treasurer.