

**Announcement Date:** November 21, 2007

**Revised Date:** December 26, 2007

**State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
Phone: (334) 242-3389  
Internet: [www.personnel.state.al.us](http://www.personnel.state.al.us)**

**Revenue Manager I – 10705  
Income Tax Option – 158  
\$50,882.40 - \$77,572.80  
Department: Revenue  
Location: Montgomery**

#### **TYPE OF EXAMINATION**

A **promotional** register will be established for this classification. Qualified applicants will be required to complete an Experience Record Questionnaire. This evaluation will comprise 95% of the final grade, with the remaining 5% being based on the average of the applicants' service ratings for the last three years.

#### **QUALIFICATIONS NEEDED TO APPLY**

Current permanent status with at least two years of experience as a Revenue Examiner III or Foreign Audit Specialist II in the following division: Individual and Corporate Tax.

#### **KIND OF WORK**

This is supervisory work involving responsibility for managing the compliance, collection, and enforcement of one or more of the state's revenue laws. Employees in this class are responsible for directing and supervising a medium to large size staff of revenue examiners and clerical staff engaged in the processing, audit selection, examination, and collection of taxes for one or more of the state's taxes. Work involves responsibility for reviewing and assigning tax examination/collection cases, conducting informal hearings with taxpayers or their representative in contested cases, reviewing finished examination reports for accuracy and compliance with the law, and dealing personally with the public on difficult tax issues. Work also involves the direction of a large office staff of clerical, technical, advanced professional and supervisory personnel in the review and processing of tax returns and payments. Important administrative decisions regarding interpretation of a wide range of tax statutes are based on the advice of employees in this class.

#### **HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **January 16, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

*Veteran's Credits are NOT allowed on promotional examinations.*

*Individuals currently on the register MUST reapply in order to remain eligible for employment.*

*Individuals who have a current pending application on file DO NOT need to reapply.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.