



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

**REQUIRED INFORMATION**

APPLICATION  
 AFFIRMATION FORM  
 EDUCATION AND EXPERIENCE  
 TEST  
 FOREIGN EDUCATION  
 EVALUATION GUIDE  
 (IF APPLICABLE)

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

**NOTICE  
 OF  
 EXAMINATION**

**CITY TAX AUDITOR**

**Exam No. 7030**

**WHEN TO APPLY: From: June 7, 2017**

**APPLICATION FEE: \$61.00**

**To: June 27, 2017**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**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 \$42,288 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, 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 information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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 Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**HOW TO QUALIFY:** 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.

**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 accounting, or
2. An associate degree or 60 semester credits 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 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 and 24 semester credits in accounting, with at least one course each in auditing, U.S. (Federal) taxation, advanced accounting, and cost 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 equivalent to "1", "2", or "3" above. College education may be substituted at the rate of 30 semester credits from an accredited college or university for one year of required experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and 24 semester credits in accounting, with at least one course each in auditing, U.S. (Federal) taxation, advanced accounting, and cost accounting,

Advanced accounting courses are courses designed to analyze special accounting topics such as (but not limited to) business combinations, partnerships, international accounting, estates and trusts. These courses require the student to analyze transactions, prepare working papers and financial statements and solve a wide variety of problems by advanced application of accounting principles and procedures. Admission to the course must require at least one prerequisite accounting course to be considered an advanced accounting course. Graduate level courses in accounting will also be considered advanced.

**The education requirement must be met by June 30, 2017. The experience requirement must be met by the last day of the Application Period (June 27, 2017).**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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).

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.** If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after June 30, 2017 or experience which you obtain after the end of the Application Period.

**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 INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
3. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.4 (if applicable), A.6, B and D (if applicable).** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

4. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). 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 on page 2. After these requirements are met, you will receive additional credit for a **maximum of 3 years of experience acquired after June 1, 2014**, up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience working in a United States governmental agency (city, state, federal) 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 working in the United States for a non-governmental employer 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.**

**You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for experience which you obtain after the end of the Application Period.

Experience must be obtained by **the last day of the Application Period (June 27, 2017).**

**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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**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 **acquired after June 1, 2014** while working **in the United States** using FinCen and LexisNexis Accurant **and** a valid certification in one of the following: CFE - Certified Fraud Examiner issued by the Association of Certified Fraud Examiners (ACFE), or CAMS - Certified Anti-Money Laundering Specialist issued by the Association of Certified Anti-Money Laundering Specialists (ACAMS), **enter "TAE" in Section D of the Education and Experience Test to indicate your interest in this Selective Certification.**

2. **Tax Audit-Related Research:** If you have at least six months of full-time experience **acquired after June 1, 2014** while working **in the United States** using LexisNexis, Research Institute of America (RIA), Public Access to Court Electronic Records (PACER), Automated City Register Information System (ACRIS) or other land records systems **and** an electronic audit case tracking/support system, such as Professional Audit Support System (PASS), **enter “TAR” in Section D of the Education and Experience Test to indicate your interest in this Selective Certification.**

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

**Application Receipt:** 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*. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last day of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include the last four digits of your social security number and the examination number and title in your request.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-Based Testing & Application Centers.

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)