

STATE OF NEBRASKA  
CLASS SPECIFICATION  
EST: 08/70 - REV: 03/13

CLASS CODE: S29111  
SALARY GRADE: 337  
OVERTIME STATUS: N

**PROVISIONAL MINIMUM QUALIFICATIONS: 3/13**

REVENUE OPERATIONS CLERK I

DESCRIPTION: Supervises and assists subordinates in processing and researching complex tax returns, applications for revenue permits, computer listings and correspondence and in initiating corrective action where appropriate. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Trains new personnel.

Handles correspondence for all tax categories and the more difficult problems with regard to computer generated error listings.

Maintains efficiency of section during processing cycles of all tax programs.

Authorizes certain master file changes prepared by subordinates.

Authorizes certain corrections or adjustments initiated by subordinates.

Maintains standard letters and paragraphs and prepares all new letters and paragraphs in specific tax programs.

Approves correspondence prepared by subordinates.

Assists public in preparing returns, applications for revenue permits and in resolving account difficulties.

Reports problem areas to immediate supervisor.

**PROVISIONAL MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

**Coursework, training, and or experience in office/document processing work that involved using personal computers, web and PC based software applications, and other office equipment.**

**SPECIAL NOTE**

Requires considerable knowledge of policy relating to all tax programs. Works independently on assignments with responsibility for some planning. Must be able to research difficult problems thoroughly and prepare concise reports or answers.