

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

CLASS CODE: S29112
SALARY GRADE: 339
OVERTIME STATUS: N

PROVISIONAL MINIMUM QUALIFICATIONS: 3/13

REVENUE OPERATIONS CLERK II

DESCRIPTION: Assists in the overall operation of a specific function under the supervision of a revenue operations supervisor. 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.

Performs unique technical operations in regard to revenue returns, computer generated error listings, correspondence, master file add/changes and revenue applications for licenses and permits.

Maintains all statistical records concerning work flow of section and reports directly to supervisor.

Relieves supervisor of administrative duties when possible.

Performs duties of supervisor in his absence.

Authorizes and approves certain corrections, adjustments, master file changes and correspondence of subordinates.

Handles more difficult problems in assigned functions.

Maintains standard letters and paragraphs and prepares all new standard letters and paragraphs.

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 AND one year of experience comparing and evaluating complex documents against a set of criteria for content and accuracy, researching and interpreting transaction records, and interacting with customers by phone and/or in person.

SPECIAL NOTE

Requires considerable knowledge of policy relating to all tax programs. Works independently on broad assignments with responsibility for some planning. Ability to maintain efficiency in work flow by making daily decisions.