

To be considered, your application, your college transcripts, and this completed Questionnaire must be received in Nebraska State Personnel, 301 Centennial Mall South, P. O. Box 94905, Lincoln, NE 68509-4905, or be postmarked, by November 24, 2008.

NEBRASKA DEPARTMENT OF REVENUE
Tax Incentive Analyst (Fiscal Compliance Analyst)
#16-04093-1
COMPLIANCE DIVISION

Supplemental Questionnaire

Applicant Name: _____

Social Security Number: _____

TERMS AND CONDITIONS OF EMPLOYMENT

Compensation

- This position is covered by a labor contract. If you are selected for this position and offered employment, it will be at the rate of \$15.433 hourly (a current State employee's salary will be determined by the labor contract). Are you willing to accept that rate of pay? Yes ____ No ____
Explain: _____

Job Requirements

- You will serve a six-month original probation period. You must meet the performance expectations of the position in order to continue employment. During the probation, your employment can be terminated without cause.
- You must be able to perform the essential functions of this job as described with or without reasonable accommodation.
- Are you willing and able to maintain regular, predictable attendance as an essential function of this job? ____ Yes ____ No Explain: _____

- Are you willing and able to be and remain current in your state, local and federal tax filing and payment obligations? ____ Yes ____ No Explain: _____

- You cannot perform tax preparation or consultation work for others (with certain exceptions) while you are an employee of the Department of Revenue. Are you willing and able to meet this requirement? ____ Yes ____ No Explain: _____

Background Checks

- Any offer of employment will be made contingent on the outcome of our review of your background. Qualified applicants must possess a record that demonstrates: compliance with laws, rules, policies, and procedures; honesty; successful working relationships; regular and predictable attendance; and successful performance of duties.
- Your application must be complete and current. Any omission of information or inaccuracies regarding convictions, employment, or education will affect your chances of employment. Previous employment or criminal problems are not an automatic bar to employment but omissions and inaccuracies generally are.
- Checks that will be conducted:
 - Education Records. If used as a basis for your selection, original transcripts will be requested.
 - Employment Records. Dates of employment, duties held, eligibility for rehire, and attendance will be confirmed. Let us know in the "Additional Information" section if you do not want us to contact your current employer without first contacting you.
 - Criminal Record. New employees will be fingerprinted and checked through a national database.
 - Driving Record – if driving on the job is required, an accumulation of 6 or more points within the previous 24 months will result in a more in-depth review.
 - Tax Records.

INSTRUCTIONS:

The Supplemental Questionnaire is used to measure key knowledge, skills, and abilities required for this position. Candidates will be screened for further consideration based solely on how closely their responses on this Questionnaire match our expectations. Failure to provide any portion of the information requested on this Questionnaire will be a basis for elimination from consideration.

Each response must be supported by: specific examples of application, length of experience and/or training, and where the experience and/or training was obtained. Training refers to formal course work you have had, and may include workshops, seminars, scheduled in-service training, or one-day courses, as well as college, university, or technical school courses. Experience may be paid work experience, volunteer work experience, or personal life experience. Any experience, education or training referred to on this Questionnaire must also be documented on your application. Applicants who need accommodation in the selection process should request this in advance.

No item on this form is intended to have you provide information that would indicate your race, color, ethnic group, national origin, religion, sex, age, marital status, political persuasion, or any physical or mental disability. The words "ability" and "experience" in this questionnaire refer in all cases to ability or experience with or without reasonable accommodation for disabilities recognized under the Americans with Disabilities Act (ADA) of 1990.

Answer the following questions on the back of this questionnaire or attach a separate sheet of paper. Be sure your name and Social Security number are on each sheet you submit.

1. Please describe your career objective and how the Tax Incentive Analyst position fits into your plan:
2. This position requires working in a team, but with independence, making analysis of information provided to determine whether a taxpayer meets statutory requirements and whether the information provided is complete and what additional information may be needed. Describe how you feel about working within this environment.
3. When working on a time sensitive project, and you need information or input from others which are not given when promised or due, how would you proceed or what steps might you take to get what you need. Please give an actual situation, if possible, where this happened.

4. This job may require travel and overnight stays. The State makes available vehicles for out of town travel and reimburses for lodging. Describe your ability to fulfill this requirement.

5. The department uses portable PC's when conducting audits. These PC's include software packages such as database, spreadsheet and word processing. Describe your experience/knowledge in this area.

6. Do you have An Associate's degree with at least 9 hours of accounting? (YOU MUST ATTACH A COPY OF YOUR TRANSCRIPTS!)

NOTE: IN ORDER FOR THIS QUESTIONNAIRE TO BE CONSIDERED COMPLETE, YOU MUST ATTACH COLLEGE TRANSCRIPT(S) AND COMPLETE ALL QUESTIONS!

I understand that this Questionnaire is part of my application for this position, and is subject to all the terms and conditions on the Application for Employment, including rejection of the application or disciplinary action if false information is found to have been provided. Your application for this position will not be considered unless this signed Questionnaire is returned to Nebraska State Personnel, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905 by: **November 24, 2008.**

Signature: _____ Date: _____

(10/08)