



**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

Find Your Career at CDTFA!  
**BUSINESS TAXES  
REPRESENTATIVE**

**\$4,091 to \$6,336 Monthly Salary**  
**(\$5,059 Starting Salary with 4-year Degree)**

# QUALIFICATIONS

## Required Education

Education: Completion of at least four college-level courses, given by an approved collegiate-grade residence institution, which includes the equivalent to completion of:

- (1) two professional-level courses in elementary and/or intermediate accounting;
- (2) one course in either business or commercial law; and
- (3) one course in either economics, business mathematics, or English.

**AND**

## Either I

Six months of experience in the California state service in the class of either Management Services Technician, Range B, or Program Technician III performing tax compliance duties at the Employment Development Department, the Franchise Tax Board, the State Board of Equalization, or the California Department of Tax and Fee Administration, or performing Medi-Cal overpayment recovery duties at the Department of Health Care Services.

## Or II

Experience: One year of experience in the California state service in the class of Program Technician II performing tax compliance duties at the Employment Development Department, the Franchise Tax Board, the State Board of Equalization, the California Department of Tax and Fee Administration, or performing Medi-Cal overpayment recovery duties at the Department of Health Care Services.

\*This classification may require the selected candidate to be fingerprinted for a criminal history check prior to being appointed.

- ▶ **SALARY:** Monthly Salary Ranges from: \$4,091 to \$6,336 (4-year degree \$5,059)
- ▶ **BENEFITS:** Health, Dental, Vision, Full Retirement Package, 401(k)/457 Plans, and On-the-Job Training
- ▶ **WORK LIFE BALANCE:** Flexible Work Schedules, Sick Leave, Paid Vacation, and Convenient Work Locations

## Or III

Experience: One year of experience in one or a combination of the following:

- a. As the owner or manager of a business performing management activities in the marketing, distribution, or sale of merchandise, which requires broad public or customer contact; or
- b. As a credit manager, loan officer, or field collector performing duties with responsibilities involving the approval of loans or credit or the collection of delinquent accounts; or
- c. Performing tax compliance duties in another governmental entity.

(Experience in the California state service applied toward this pattern must include six months at a level equivalent to the Management Services Technician, Range B, or Program Technician III, or one year at a level equivalent to the Program Technician II.) **and**

Education: Equivalent to completion of two years (60 semester or 90 quarter units) of college. (Additional experience may be substituted for the required general education on a year-for-year basis. Applicants who will complete the required education during the current quarter or semester will be admitted to the examination.)

## Or IV

Education: Equivalent to graduation from college (registration as a senior student in a recognized institution will admit applicants to the examination; however, evidence of successful completion of the curriculum must be produced before being considered eligible for appointment.)

## Typical Responsibilities

At CDTFA we are dedicated to creating a culture of excellence by offering our team members a variety of training classes and educational resources. The Business Taxes Representative is our entry level professional tax compliance position that provides great potential for personal development and career advancement. You will learn all phases of tax compliance, licensing, and law, rule, and regulation administration; and perform all aspects of compliance and collection work, including registration, revocation, and criminal investigation.

During the initial months of being hired, you will receive extensive training in handling compliance/collection case activities as well as basic tax law. After the initial training, you will receive more technical and career-related training to enhance and expand your knowledge and skills.

You will perform compliance and collection activities with support from other team members and your supervisor. As experience and knowledge are gained, assignments will be performed with more autonomy while using advanced collection concepts and techniques.

# JOIN OUR TEAM TODAY

## HOW TO APPLY...

To get started, please visit [calcareers.ca.gov](http://calcareers.ca.gov) to search for CDTFA jobs that interest you. Once you find the position you want, you must complete a self-assessment for that classification.

### Apply now in three easy steps!

- 1. Search for a job:**
  - a. Select the “Advanced Job Search” option, then search by “Department” for CA Department of Tax and Fee Administration positions. Then select “Search Jobs.”
- 2. Take the exam or self-assessment. This allows us to learn more about your education, experience, abilities, and knowledge.**
  - a. Click on the “Exam/Assessment Search” option, then search by “Department” for CA Department of Tax and Fee Administration’s exams/assessments. Then select “Search.”
  - b. If you are qualified, begin the assessment by selecting “View Exam Posting” for the classification that most interests you. Once you pass the exam, you can start applying!
- 3. Apply!**
  - a. You only need to complete one job application within your CalCareers profile. You can use the same information to apply for multiple positions, or you can create two or three applications, tailoring them to different jobs. You can also upload and save other attachments, if needed, such as resumes and writing samples.
  - b. If you qualify, we will call you in for an interview.



Contact us today at [recruitment@cdtfa.ca.gov](mailto:recruitment@cdtfa.ca.gov) or visit our careers webpage at [www.cdtfa.ca.gov/jobs](http://www.cdtfa.ca.gov/jobs) for more information

