



CDTFA
CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION

Find Your Career at CDTFA!
TAX TECHNICIAN I

\$3,379 to \$4,541 Monthly Salary

QUALIFICATIONS

Either I

In the California state service, either: (a) six months of experience performing the duties at a level of responsibility not less than that of an Office Assistant; or (b) one year of experience performing the duties of an Assistant Clerk.

Or II

Education: Either equivalent to completion of the 12th grade, or completion of a business school curriculum, or completion of a clerical work experience training program. (One year of clerical work experience may be substituted for the required education.)

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

- ▶ **SALARY:** \$3,379 to \$4,541 Monthly Salary
- ▶ **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





Typical Responsibilities

At CDTFA we are dedicated to creating a culture of excellence by offering our team a variety of training classes and educational resources. The Tax Technician I position is the start of an exciting career in tax compliance. This is the entry and first journey-level of the series. As a Tax Technician I, you will perform technical work to support our customers by assisting them with the registration of new accounts and filing of tax returns. You will work with escrow agents handling the tax clearances related to the sale of a business. You will be able to answer routine tax law questions and provide advisory services to taxpayers and other governmental agencies. You will be able to assist customers in person in the field offices as the “face” of the department, while also processing incoming mail and payments. Some positions may contact customers with outstanding balances or delinquent returns.

During the initial months of being hired, you will receive extensive training in compliance activities as well as basic tax law. After this initial training, additional technical and career-related training are offered to expand and enhance your knowledge and skills. After one year, you will be eligible to take the Tax Technician II promotional exam.

Some Tax Technician I positions qualify for a \$150 per month call center pay differential.

HOW TO APPLY...

To get started, please visit 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
or visit our careers webpage at
www.cdtfa.ca.gov/jobs for more information

