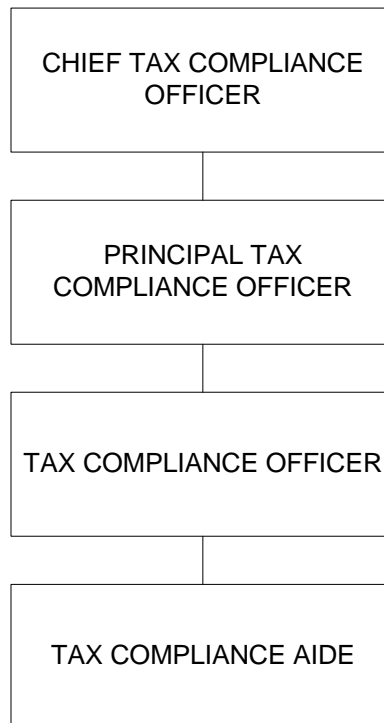


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR TAX COMPLIANCE OFFICER
CAREER OPPORTUNITIES FOR TAX COMPLIANCE AIDE**

This information is being given to you to describe potential opportunities as a Tax Compliance Officer or Tax Compliance Aide. The career ladders that Tax Compliance Officers or Tax Compliance Aides most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review the class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of the information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Tax Compliance Officer

Duties: A Tax Compliance Officer analyzes, interprets and enforces various tax, permit and fee liabilities, including the City business, payroll, parking and transient occupancy taxes and City permit ordinances through independent field and office investigations; may supervise other Tax Compliance Officers by directing and coordinating the activities of a field enforcement or office enforcement section.

Requirements: Graduation from a recognized four-year college or university with a degree in business administration, economics, accounting or finance; **or** a related field.

Principal Tax Compliance Officer (Promotion for Tax Compliance Officer only)

Duties: A Principal Tax Compliance Officer plans, organizes and directs the work of professional and clerical employees assigned to either the Field Enforcement or Central Operations Section of the Tax and Permit Division, Office of Finance; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Requirements: Two years of full-time paid experience in a position at least at the level of Management Analyst II supervising the administration and enforcement of tax and permit ordinances.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities related to your work.
2. Take advantage of formal education opportunities relating to your work
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's employee Development Section, (213) 847-9800, in Room 380, Personnel Building.