

Adopted: September 2001 , Revised: _____

Class Title: Auditor I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs detailed discovery and compliance audits on all businesses conducting licensable or property taxable operations. Conducts discovery and client selection, performs research to resolve taxation and licensing issues, and performs legislative reviews.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Performs audits by examining in-house licensing files, identifying appropriate audit type to be conducted, interviewing responsible corporate representative and financial officer, determining licensing classification and property assessment, conducting audits and examining records, identifying and determining appropriate codes, preparing and issue findings report, and conducting exit interviews and issue assessments.
2	S	Conducts discovery and client selection by examining in-house client files and other relevant data to select candidates for audit, obtaining more data on the candidates through the commonwealth, and conducting on-sight visitation and observations.
3	S	Performs research to resolve taxation and licensing issues by performing analyses of license classification and property assessment scenarios, identifying the impact of legislation on local policies, preparing for testimony issuance in court, conducting surveys, participating in discussion group meetings with various parties, and developing standardized best practice comparisons.
4	S	Performs legislative reviews by examining proposed legislation and resolutions, assisting in conducting surveys and inquiries on the origin and purpose of proposed legislation, identifying and assisting with the preparation of revenue and policy impact studies and reports, verbally issuing findings and recommendations to audit team, and assisting with the drafting of City code modifications and distribution materials.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in public accounting.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read State Code of Virginia, Norfolk City Code, Attorney General opinions, court case briefs, Department of Taxation Guidelines, public documents and legal materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as college level algebra.
Writing	Work requires the ability to write various correspondences and answers to interrogatories.
Managerial	Managerial responsibilities include scheduling audits and managing time.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Use of copier, fax machine, mail or memo distribution, filing
Sitting	C	Computer, desk work, meetings, interviews, court proceedings
Walking	O	Inter-office, filing, to/from other offices, sight visitation and observations
Lifting	O	Files, reports, binders, books, office supplies
Carrying	O	Files, reports, binders, books, office supplies
Pushing/Pulling	O	File cabinet drawers
Reaching	O	Files, reports, binders, books
Handling	O	Files, reports, binders, books, office supplies
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Filing in lower cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, interviewing, sight visitation and observations
Hearing	C	Telephone, co-workers, clients, co-workers, staff, meetings, court proceedings
Talking	C	Telephone, co-workers, clients, co-workers, staff, meetings, court proceedings
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, copy machine, fax machine, paper shredder, printer, image scanner, laptop computer, telephone, laser projector, LAN Network, Standard Microsoft Windows and Office software, Rightfax broadcast fax software, Geronimo Casefinder (federal, state and local legal database program), Intuit QuickBooks Pro, LaserFiche imaging warehousing and notation software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)