



****** CORRECTED ANNOUNCEMENT ******

**REVENUE ADMINISTRATOR II
RLDP and FORMS/TESTING SECTION
TAX FORMS MANAGER
Announcement Number: 10-2555-905**

This is a position specific recruitment. The resulting eligible list will be used to staff this position/function only. Interested persons will need to reapply for any future recruitment for positions within this classification.

SALARY RANGE: \$35,736 - \$56,128 *State Employees Furlough and Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11 September 23, 2009 through June 30, 2010. The equivalent standard salary range is \$36,280 – \$57,567.

CLOSING DATE FOR RECEIPT OF APPLICATIONS: March 15, 2010

LOCATION: Annapolis, Maryland (Anne Arundel County)

POSITION DUTIES: This position serves as the Forms/Testing Section of the Revenue Administration Division. Duties include coordinating the division's forms creation activities by ensuring that all forms used by the Revenue Administration Division are updated and produced error-free in accordance with division policy; ensuring that the Forms Register of all forms used by the Comptroller of Maryland is properly maintained; and reporting feedback to the Manager of the RLDP and Forms/Testing Section on the progress of the Forms Program. This position involves contact with vendors who will print or distribute the forms. It involves occasional travel to review the forms to ensure that printing standards are adhered to. The incumbent must be able to work in a full-time capacity, Monday through Friday from 8:00 a.m. to 5:00 p.m.

MINIMUM QUALIFICATIONS

Education: Possession of a Bachelor's Degree from an accredited four year college or university.

Experience: Three years of professional experience in auditing, accounting, the practice of tax law or general management. One year of this experience must have involved supervising professional accountants or auditors; giving legal advice requiring the interpretation of tax laws in the capacity of a tax attorney; or must have been in a responsible administrative or management capacity sufficient to demonstrate capabilities of performing responsible staff work.

Notes:

1. Applicants may substitute additional experience as defined above on a year-for-year basis for the required education.
2. Possession of a Certificate as a Certified Public Accountant may be substituted for two years of the required general experience.

3. Applicants may substitute graduate education in an academic field related to the required experience from an accredited college or university at the rate of one year of education for one year of the required general experience.

PREFERRED QUALIFICATIONS:

- Knowledge of federal and state income tax laws and forms
- Good customer service experience
- Experience with personal computers or forms processing equipment
- Good organizational skills
- Good oral and written communication skills
- Supervisory experience
- Confidence and self-motivation
- Reliable and predictable attendance
- Must be able to travel.

SELECTION PROCESS: Only applicants who meet the minimum qualifications will be considered for this opportunity. Qualifying applicants are subject to an on oral interview. Prior to appointment, the employee will successfully undergo a comprehensive background investigation including a review of their criminal, MVA and tax records. Upon initial appointment OR promotion to a position in the State Personnel Management System, an employee is required to serve an initial six-month probationary period. This probationary period may be extended an additional six months under certain circumstances at the discretion of the appointing authority. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

EXAMINATION PROCESS: The examination will consist of a rating of your education, training and experience as documented on your MS-100 and the supporting documentation you submit. **It is essential that you submit complete and accurate information on your application.** Only applicants who document that they meet the minimum qualifications for the position by submitting the required documentation with their employment application (MS-100) will be rated.

TO APPLY: Send your completed State application (MS-100) and supporting documentation, including an unofficial copy of your college transcripts, to the address below by 5:00 p.m. on March 15, 2010. State applications may be downloaded by going to <http://compnet.comp.state.md.us/Career Information> or www.dbm.maryland.gov/jobseekers. If you have any questions, please feel free to contact our reception desk at 410-260-7695.

**Gwendolyn Schindler, Office of Personnel Services
Comptroller of Maryland
Louis L. Goldstein Treasury Building
P.O. Box 466, Room 209
Annapolis, Maryland 21404-0466**

An Equal Opportunity Employer

✓ **Medical/Health Insurance Plans:**

PPO Plans

- CareFirst Blue Cross/Blue Shield

PPO

- United Healthcare PPO

POS Plans

- CareFirst Blue Cross/Blue Shield

MPOS

- Aetna Choice POS II
- United Healthcare Choice Plus POS

EPO Plans

- CareFirst Blue Cross/Blue Shield

EPO

- Aetna Select EPO
- United Healthcare Select EPO

✓ **Prescription Plan**

✓ **Dental Plans:**

- United Concordia DPPO
- United Concordia DHMO

✓ **Term Life Insurance Plan**

✓ **Personal Accidental Death and Dismemberment Plan**

✓ **Long Term Care Plan**

✓ **FREE Vision Plan**

✓ **Flexible Spending Accounts:**

- Health Care Spending Accounts
- Daycare Spending Accounts

✓ **State Retirement and Pension System**

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

✓ **SECU Credit Union**

✓ **Direct Deposit**

✓ **Savings Bonds**

✓ **Maryland Prepaid College Savings Plans**

✓ **Paid Holidays: 11-12 per year**

✓ **Annual Leave**

- Up to five years of service, 10 days earned per year

- Five to 10 years of service, 15 days earned per year

- 10-20 years of service, 20 days earned per year

- 20+ years of service, 25 earned per year

- Employees may carry over up to 15 weeks of annual leave per year

✓ **Personal Leave: Six days per year**

✓ **Sick Leave: 15 days per year, unlimited accrual**

✓ **Compensatory Leave**

✓ **Military Leave**

✓ **Leave Bank and Employee-to-Employee Leave Donations**

✓ **Employee Assistance Program**

✓ **Flextime and Teleworking opportunities for some positions**

* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.