



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS, AND ABILITIES CHECKLIST

CLASS TITLE: TAX COMPLIANCE TECHNICIAN

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

| Knowledge, Skills, and Abilities (KSA) Essential to perform this job | Degree of Importance |
|--|-----------------------------|
| Working knowledge of general accounting principles. | MAJOR |
| Knowledge of and ability to perform basic mathematical calculations, which include basic arithmetic, division, multiplications, and rudimentary statistics | MODERATE <u>ALWAYS</u> |
| Superior analytical, investigational, and organizational skills and abilities. | MAJOR |
| Must be able to maintain a high level of confidentiality and integrity. | ALWAYS |
| Ability to explain ordinance or regulation provisions to other City personnel and the general public. | MAJOR <u>ALWAYS</u> |
| Ability to plan, organize, prioritize, and handle many projects in different stages of completion (multi-task) and anticipate department needs. | MODERATE |
| Proper business English usage, spelling, punctuation, and grammar. | ALWAYS |
| Excellent written and verbal communication skills. | ALWAYS |
| Knowledge of and ability to use modern office equipment to include computers, printers, photo copy machines, scanners, multi-line telephone system, fax machine, calculator, and other specialized office equipment. | MODERATE |
| Current word processing, spreadsheet, presentation, communication, and research applications such as Microsoft Word, Excel, Microsoft Outlook, Internet Explorer and other various software programs. | MODERATE |

| | |
|---|--------|
| Skill and ability to deal diplomatically with the public in adverse situations. | ALWAYS |
| Ability to establish and maintain effective working relationships with those contacted in the course of work. | ALWAYS |
| Ability to operate a motor vehicle, distinguish directions, and ability to follow all City and State traffic laws | ALWAYS |
| Knowledge, skill, and ability to successfully perform the essential duties of the Accounting Tech IV classification. | ALWAYS |
| Ability to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations | ALWAYS |
| Ability to perform all the job duties in a safe manner. | ALWAYS |

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Roni Kimbrel Title: Director/Finance

Signature: *Roni Kimbrel* Date: 7.20.17

HR Representative: Belinda Kimball Title: HR Analyst

Signature: *Belinda Kimball* Date: 7.20.17