



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
 Phone: 719.553.2633 • Fax: 719.553.2696

KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: TAX AUDITOR I

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 and practices.	MAJOR
Knowledge of the principles and practices of auditing.	MODERATE
Basic knowledge of City of Pueblo Ordinance(s)	ALWAYS
Ability to explain ordinance or regulation provisions to other City personnel and the general public.	ALWAYS
Knowledge of and ability to perform mathematical calculations, which include arithmetic, division, multiplication, statistics, and percentages.	MAJOR
Basic knowledge of calculations to include sales tax liability, determine tax base, determine tax rate charged on a purchase.	MAJOR
Skill and ability to deal diplomatically with the public in adverse situations.	MAJOR
Must be able to maintain a high level of confidentiality and integrity.	ALWAYS
Proper business English usage, spelling, punctuation, and grammar.	MAJOR

Excellent written and verbal communication.	ALWAYS
Superior analytical, investigational, and organizational abilities.	MAJOR
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.	MAJOR
Current word processing, presentation, communication, and research applications such as Microsoft Word, Microsoft Outlook, Internet Explorer, and other various software programs.	MAJOR
Knowledge of MS Excel and ability to compile data in a spreadsheet, develop formulas, copy/paste data, formulas to include summation, average, percentages etc., Link data from sheet to sheet within a workbook.	MAJOR
Ability to operate a motor vehicle, distinguish directions, and ability to follow all City and State traffic laws.	MODERATE
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: 5-30-17

HR Representative: Belinda Kimball Title: HR Analyst

Signature: Belinda Kimball Date: 5-30-17

