

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Tax Technician III		WORKING TITLE Inspection Technician/Back-up Evidence Coordinator	
DIVISION/OFFICE/UNIT Field Operations/		SPECIFIC LOCATION ASSIGNED TO	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 04	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291- -1975-	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Business Taxes Administrator (BTA) III, and with minimal direct supervision, the Tax Technician (TT) III properly documents evidence; conducts evidence inspections; reconciles evidence inventory; maintains control of state equipment; generates correspondence and performs other job-related activities. The incumbent in this position demonstrates extensive knowledge of, and adherence to, department policies, rules, and regulations. Travel may be required for up to 5% of the time for training purposes. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
50%	<u>ESSENTIAL JOB FUNCTIONS</u> Assists the property coordinator in maintaining a complex automated evidence tracking system for all evidence seized. Assists in processing destruction or return of evidence orders; ensures authorized personnel conform to policies related to handling and controlling such evidence; and performs other associated tasks related to the control of evidence. Operates pallet jack to unload trucks and stacks evidence on pallets; operates a pallet jack to unload trucks and stack evidence on pallets; operates forklift to place heavy pallets up into steel racks in the warehouse; transports evidence to a staging area when requested by Investigators or Inspectors. Coordinates, manages, and organizes all necessary inventory data into logs and reports used by the bureau. Take photographs of seized inventory and upload them onto the Centralized Revenue Operating System (CROS).		
30%	Performs routine clerical work, which may include logging data and documents into CROS, performing account maintenance changes, typing correspondence, memos, and other short documents associated with the seizure of evidence.		
15%	Assists in recording the receipt of evidence and ensures evidence is properly marked; conducts monthly and annual evidence checks and inspections; investigates discrepancies in evidence records and reconciles them. Receives, maintains, and transfers a variety of items weighing up to approximately 50 pounds. May be required to testify in court in the "chain of custody" for evidence in criminal proceedings.		
5%	<u>MARGINAL JOB FUNCTIONS</u> Assists in any investigative proceedings relating to evidence and its storage. Performs other job-related duties as required.		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**Work Environment:**

- May work in a high-rise building
- While performing the duties of this job, the employee at times works in hot/cold weather conditions both indoors and/or outdoors.
- **Exposure to cannabis, nicotine, and other related products is deemed potentially hazardous.**

Physical Abilities:

- Work effectively with minimal direct supervision
- Remain in a stationary position for extended periods of time to meet operational needs and critical deadlines
- Ability to access and use a personal computer, office equipment, camera, and/or telephone daily
- Work long, irregular hours
- Ability to transport materials (including cannabis and tobacco products) up to fifty (50) pounds with or without reasonable accommodation
- Operate materials handling equipment such as a pallet jack and/or forklift.
- Withstand possible impairment and/or contamination from cannabis products or odor.

Additional Requirements/Expectations:

- Travel may be required to meet training requirements, including overnight stays.
- Ability to work accurately with detailed records and complex information
- Perform mathematical computations
- Ability to establish and maintain effective working relationships with co-workers and other governmental employees
- Ability to write, read, and comprehend routine instructions, short correspondence, and memos
- Communicate effectively (verbally and in writing) with others, both within and outside the Department
- Be flexible and adapt to changes in procedure and/or workload
- Function effectively under pressure
- Must be flexible and willing to adjust to changing work schedules, if required, for operational needs.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRB Approval Date: 04/07/2026

C&P Analyst Initials: DF