

Order	BUREAU NAME:	Position #	STATUS	Job Title	Grade	LOC	Midpoint	Job Duties	Education	Experience	Required Accounting Hours	
	CUSTOMER SERVICE ALBUQUERQUE	22785	PERM	CUST SRV REP-O	40	Albuquerque	\$ 20.53	Perform customer service, compliance, processing, and tax collection duties within various bureaus in the Agency. Employees in these positions interact with taxpayers to provide information in response to inquiries and to handle and resolve complaints.	High School diploma or GED	Three (3) months' work experience in office administration and/or customer service.	0	
	Collections & Compliance	1625	PERM	CUST SRV REP-A	45	Las Cruces	\$ 21.40			Six (6) months' work experience in office administration and/or customer service.		
	Collections & Compliance	10105253	PERM	CUST SRV REP-A	45	Roswell						
	CUS SER SF	1486	PERM	CUST SRV REP-A	45	Santa Fe						
	CUS SER SF	10105245	PERM	CUST SRV REP-A	45	Santa Fe						
	CUS SER SF	1485	PERM	CUST SRV REP-A	45	Santa Fe	\$ 22.27			One (1) year of experience in bookkeeping, accounting, finance, auditing, collections and/or tax-related field.		
	Collections & Compl A	10105242	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl A	1487	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl A	1410	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl B	73540	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl B	73545	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl C	45231	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl C	1414	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl C	1417	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl C	22558	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl D	45227	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	Collections & Compl D	67474	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque						
	CUSTOMER SERVICE ALBUQUERQUE	22567	PERM	TX EXM/COLL/REV AG-B	50	Albuquerque	\$ 23.14		Two (2) years of experience in bookkeeping, accounting, finance, auditing, collections, and/or tax-related field.			
	Collections & Compliance	1581	PERM	TX EXM/COLL/REV AG-B	50	Roswell						
	Collections & Compliance	1587	PERM	TX EXM/COLL/REV AG-B	50	Roswell						
	Collections & Compl C	22559	PERM	TX EXM/COLL/REV AG-O	55	Albuquerque	\$ 25.01	Three (3) years of experience in bookkeeping, accounting, finance, auditing, collections, and/or tax-related field.				
	Collections & Compl B	67470 Part-time	PERM	TX EXM/COLL/REV AG-O Part-time (.50 FTE)	55	Albuquerque						
	Collections & Compl D	67473	PERM	TX EXM/COLL/REV AG-O	55	Albuquerque						
	Compliance A	1484	PERM	TX EXM/COLL/REV AG-A	60	Albuquerque						
	Compliance D	10105232	PERM	TX EXM/COLL/REV AG-A	60	Albuquerque	\$ 29.12	Four (4) years of experience in Auditing, Accounting, Taxation, Collections, or Finance may substitute for the required bachelor's degree				
	Premium Tax Bureau	4271	PERM	TX EXM/COLL/REV AG-A	60	Santa Fe						
	Oil & Gas Compliance Unit B	22787	PERM	TX EXM/COLL/REV AG-A	60	Santa Fe						
	Commercial Vehicle Audit	1553	PERM	TAX AUDITOR II	65	Albuquerque	\$ 33.23	Examine, analyze and interpret tax accounting records for the purpose of determining compliance with federal and state laws, statutes, rulings, and regulations, and generally accepted accounting and auditing standards; complete tax audits of corporations, businesses and individuals; prepare and presents audit reports. This				
	Federal Royalty Unit A	49027	STRM	TAX AUDITOR II	65	Albuquerque						
	Federal Royalty Unit A	30797	STRM	TAX AUDITOR II	65	Albuquerque						
	Federal Royalty Unit A	52384	STRM	TAX AUDITOR II	65	Santa Fe						
	Desk Audit B	73643	PERM	TAX AUDITOR III	70	Albuquerque						
	Desk Audit C	1600	PERM	TAX AUDITOR III	70	Albuquerque						
	Federal Royalty Unit C	10100695	STRM	TAX AUDITOR III	70	Albuquerque						
	Federal Royalty Unit A	30793	STRM	TAX AUDITOR III	70	Santa Fe						
	PTD Office of the Director	1966	PERM	TAX AUDITOR III	70	Albuquerque		Bachelor's Degree in Accounting, Finance, Business Administration, or Taxation	Two (2) years of experience in Auditing, Accounting, Taxation, Collections, and/or Finance. Four (4) years additional related experience may substitute for the required bachelor's degree. Possession of a Certified Public Accountant (CPA) certificate issued by the New Mexico Board of Public Accountancy may substitute for the required hours in accounting.	Twelve (12) semester hours of accounting or auditing (three (3) semester hours in finance or business law may substitute for up to three (3) semester hours of accounting or auditing).		
										Eighteen (18) semester hours of accounting or auditing (six (6) semester hours in finance or business law may substitute for up to six (6) semester hours of accounting or auditing).		

*One (1) year of direct experience in bookkeeping, accounting, finance, auditing, collections, and/or tax related field may substitute for the required semester hours (TX EXM/COLL/REV AG-O)

**One and a half years (1.5) of direct experience in bookkeeping, accounting, finance, auditing, collections and/or tax-related field may substitute for the required semester hours (TX EXM/COLL/REV AG-A)