

Tax Examiners and Collectors, and Revenue Agents

SOC: 13-2081 • Career Profile Report

■ Key Facts

\$59,740

Median Salary

1,000

Employment

-2.0%

Growth Rate

■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Medium Risk - 38.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

■ Work-Life Balance

7.1/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	7.2/10
Artistic	4.0/10	Social	6.6/10
Enterprising	8.2/10	Conventional	8.8/10

■ Top Skills Required

Analytical skills, Communication skills, Detail oriented, Interpersonal skills, Math skills, Organizational skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Tax Examiners and Collectors, and Revenue Agents typically perform the following tasks:

- Send notices to taxpayers when accounts are delinquent.
- Confer with taxpayers or their representatives to discuss the issues, laws, and regulations involved in returns, and to resolve problems with returns.
- Notify taxpayers of any overpayment or underpayment, and either issue a refund or request further payment.
- Maintain records for each case, including contacts, telephone numbers, and actions taken.
- Contact taxpayers by mail or telephone to address discrepancies and to request supporting documentation.
- Answer questions from taxpayers and assist them in completing tax forms.
- Collect taxes from individuals or businesses according to prescribed laws and regulations.
- Determine appropriate methods of debt settlement, such as offers of compromise, wage garnishment, or seizure and sale of property.
- Check tax forms to verify that names and taxpayer identification numbers are correct, that computations have been performed correctly, or that amounts match those on supporting documentation.
- Examine and analyze tax assets and liabilities to determine resolution of delinquent tax problems.
- Impose payment deadlines on delinquent taxpayers and monitor payments to ensure that deadlines are met.
- Direct service of legal documents, such as subpoenas, warrants, notices of assessment, and garnishments.
- Review filed tax returns to determine whether claimed tax credits and deductions are allowed by law.
- Maintain knowledge of tax code changes, and of accounting procedures and theory to properly evaluate financial information.
- Investigate claims of inability to pay taxes by researching court information for the status of liens, mortgages, or financial statements, or by locating assets through third parties.
- Review selected tax returns to determine the nature and extent of audits to be performed on them.
- Examine accounting systems and records to determine whether accounting methods used were appropriate and in compliance with statutory provisions.
- Participate in informal appeals hearings on contested cases from other agents.
- Prepare briefs and assist in searching and seizing records to prepare charges and documentation for court cases.
- Enter tax return information into computers for processing.

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Source: <https://www.bls.gov/ooh/business-and-financial/tax-examiners-and-collectors-and-revenue-agents.htm>