

When you click on the link provided on the webpage it takes you to O*NET
O*NET is the Occupational Information Network (O*NET) , developed under the sponsorship of the **US Department of Labor/Employment and Training Administration (USDOL/ETA)**.

In the middle of the page there is a 'key symbol' that points to where you start an occupation search

You enter the SOC code for the program in which you are interested in the space provided and click the 'go' arrow just to the right of the space. 'SOC' stands for 'Standard Occupational Classification.'

O*NET OnLine

Occupation Quick Search:

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Occupation Quick Search:

Quick Search for:

13-2082.00

1 O*NET-SOC code matching "13-2082.00"

Code Occupation

13-2082.00 [Tax Preparers](#)

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Occupation Quick Search:

Summary Report for:

13-2082.00 - Tax Preparers

Updated 2010

Prepare tax returns for individuals or small businesses but do not have the background or responsibilities of an accredited or certified public accountant.

Sample of reported job titles: Tax Preparer, Tax Advisor, Tax Associate, Tax Consultant, Tax Specialist, Income Tax Preparer, Paraprofessional, Certified Income Tax Preparer (CTP), Corporate Tax Preparer

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#)

Tasks

- Compute taxes owed or overpaid, using adding machines or personal computers, and complete entries on forms, following tax form instructions and tax tables.
- Prepare or assist in preparing simple to complex tax returns for individuals or small businesses.
- Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum.
- Interview clients to obtain additional information on taxable income and deductible expenses and allowances.
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.
- Furnish taxpayers with sufficient information and advice to ensure correct tax form completion.
- Consult tax law handbooks or bulletins to determine procedures for preparation of atypical returns.
- Calculate form preparation fees according to return complexity and processing time required.
- Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.

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Tools & Technology

Tools used in this occupation:

- Adding machines
- Desktop computers
- Notebook computers

Technology used in this occupation:

- Accounting software — ATX Total Accounting Office; Intuit QuickBooks software; Intuit Quicken software; M8 Client Billing software
- Electronic mail software — Email software; Microsoft Outlook

For example, placing the first code (13-2082.00, Tax preparer) brings up a link for information concerning tax preparers. Click on the link.

A summary page loads with much information concerning the occupation. Included are such items like tasks, tools, knowledge, skills and abilities.