



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00018674e2
Opening Date: 09/09/2009
Closing Date: 09/22/2009



Tax Policy Specialist 3 - Olympia, WA

\$5,010 to \$6,575 per month (Range 66), depending on qualifications

Agency Information

Washington State Department of Revenue - Work in a dynamic learning organization, with great leaders and talented co-workers! Washington State's principal tax collection agency, the Department of Revenue oversees about 60 different taxes. We collect 92.4 percent of state General Fund tax revenues and all local sales tax revenues. The Department of Revenue processes approximately 2 million tax returns annually. Businesses constitute the largest group paying state taxes, with nearly 452,000 businesses currently filing tax returns on a monthly, quarterly, or annual basis. Nearly 297,600 other small businesses are registered with the Department, but they have no tax liability and are not required to file tax returns.

The Department of Revenue employs approximately 1,000 people and is headquartered in Olympia, with local offices in 12 cities statewide. More than half are located in the Olympia-Tumwater area. We also operate another 16 offices throughout the state, including 12 that are open to the public to provide taxpayer assistance. The agency employs 45 auditors in 17 out-of-state locations near major business centers. Key employee functions include: Providing taxpayer assistance, information, and education; accounting for and processing tax revenues and information; distributing money to local governments; conducting appeals; administering property taxes; developing tax legislation; handling unclaimed property; conducting tax and fiscal research; locating unregistered businesses; auditing and collecting delinquent taxes; and enforcing compliance. The Department of Revenue also administers special programs, such as those affecting timber, cigarette, real estate, leasehold, and estate taxes.

Duties

As an attorney trained in providing formal and informal technical legal policy legal advice, this position is primarily responsible for reviewing, drafting, and revising rules (Washington Administrative Code) and interpretive statements which include Excise Tax Advisories or PProperty Tax Advisories. This position will also provide technical, legal, and policy advice on complex taxation issues for the agency and the public; review draft executive-level determinations and determinations proposed for publication; review recent relevant decisions of state courts and administrative bodies to maintain expertise; and clearly and succinctly explain the application of tax laws and policy to agency management.

This position will develop and participate in training programs or modules that target agency staff; consult with Legislation and Policy staff in analyzing and reviewing drafts of proposed legislation; and lead meetings of department personnel, taxpayers, business interest groups regarding interdivisional or interagency tax issues.

Requisition Title: 1400 175G Tax Policy Specialist 3 NB00018674

Qualifications

Required Qualifications:

- * Admission to practice law in the state of Washington; or
- * Graduation from an accredited school of law and current admission to practice before the highest court of a state.

AND

Two years of experience as a Tax Policy Specialist 1; OR

One year of experience as a Tax Policy Specialist 2; OR

Three years of experience as hearings examiner in a governmental agency, assistant attorney general, or practice as an attorney.

An L.L.M. or Master's degree in taxation or closely allied field will substitute for one year of experience.

Also required are the following competencies:

- *Clear and effective written communication skills.
- *Ability to effectively express ideas and information.
- *Effectively interacts with other state employees and the public both on a one-on-one basis and in group settings.
- *Knows how to research and use tax and legal information sources to provide responses to tax questions.
- *Works calmly in stressful operations.
- *Committed to learning and self-improvement.
- *Takes personal responsibility for the quality and timeliness of work.
- *Provides high quality service to customers.

Special Notes

Compensation: \$5,010 - \$6,575 per month (Range 66), depending on qualifications.

Outstanding benefits include: health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

How to Apply:

For permanent Washington State employees:

1. Go to: <http://www.careers.wa.gov/RegisterNow.htm>. You will see Steps 1 through 3 on this site. Follow Step one - Login to Employee Self Service. After you are logged in, Step two - Enter your e-mail address if you need to update or check to see if your email address is correct. Then Step three - Click on My Careers Tab. Complete these three steps before going

Requisition Title: 1400 175G Tax Policy Specialist 3 NB00018674

to #2 below.

2. In the My Career Tab, click on Apply Directly.
3. In the reference code field, enter NB00018674* and click on Start Search.
4. Click on the link Tax Policy Specialist 3 (Legal) Olympia, WA under the Job Posting column heading to view the complete announcement and apply. Click through all the tabs along the top to complete your application and a questionnaire.
5. Attach your current resume with employment history and education through the Attachments tab.
6. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the Cover Letter tab.
7. Your application will not be submitted until you hit the Submit button under the Send Application tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
8. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the My Job Search and Application column heading on the Job Seeker Start Page for State of Washington Employees. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: New Users. Complete the fields under the Registration page. Remember to read and confirm acceptance of the Data Privacy Statement under the Data Privacy Statement header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header My Resume. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading My Job Search and Applications.
4. In the reference code field, enter NB00018674* and click on Start Search.
5. Click on the link Tax Policy Specialist 3 (Legal) Olympia, WA under the Job Posting column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume with employment history and education through the Attachments tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the Cover Letter tab.

Requisition Title: 1400 175G Tax Policy Specialist 3 NB00018674

9. Your application will not be submitted until you hit the Submit button under the Send Application tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the My Job Search and Application column heading on the Job Seeker Start Page for State of Washington Employees. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available:

* A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.

* If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

* Or contact Martha Thomas, Recruiter, at (360) 725-7497, or Marthat@dor.wa.gov.

Other Information

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.

Requisition Title: 1400 175G Tax Policy Specialist 3 NB00018674