



# Revenue Careers



**Tired of Diminishing Returns? Invest in a Great Career at Revenue!**

## Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

## Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

## Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

**Position:** Budget Analyst 3 (In Training)  
**Division:** Financial and Employee Services

**Location:** Tumwater  
**Notice:** 13238 OC

**Opens:** April 20, 2006  
**Closes:** May 5, 2006

## Primary Duties:

Currently there is a full-time, permanent job opening in the Budget Office located in Tumwater Washington. The Budget Office is part of the Financial Management Team within the Financial & Employee Services Division. The position reports directly to the Financial & Business Services Manager. Functions performed by the position include preparation of the Agency's Biennial Budget Request, allotments, and projections of salary, benefit and other costs. This position also prepares monthly expenditure reports for management review and performs variance analysis, develops and tracks performance measures, and provides budget information to divisions and upper management.

## Compensation:

\$3484-\$4460 per month (Range 54), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance; deferred compensation plan; educational benefits; 11 paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

## Desired Qualifications:

- A Bachelor's degree in business, accounting, economics, statistics or public administration with at least 30 credit hours of accounting
- Excellent writing and oral communication skills
- Ability to work in a high stress, fast paced, environment
- Ability to work with large volumes of numbers and data
- Good computer skills including; intermediate level experience with Microsoft Word, and Excel
- Good interpersonal skills
- Good analytical skills

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

### Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at [www.dor.wa.gov](http://www.dor.wa.gov)

### How to Apply

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)

FAX: (360) 664-0658

Mail: Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

**WORKING TOGETHER  
TO FUND  
WASHINGTON'S  
FUTURE**

AND

Four years of professional experience in budgeting, management analysis, or allied field;

OR

Three years of experience as a Budget Program Specialist within State service.

A Master's degree in business, public administration, economics, statistics, or allied field will substitute for one year of the required four years of experience.

Additional qualifying experience will substitute, year for year, for education.

The work-shift for the position is 8:00 a.m. to 5:00 p.m. This is an overtime exempt position. Due to the nature of work and the need for immediate response, candidates must be available to work a considerable amount of time on nights and/or weekends as needed, which exceeds the 40 hour work week; especially during the summer months and legislative session. Candidates must also be flexible and available to come into work on short notice.

This position is responsible for direct communications with Assistant Directors, program managers, and budget analysts in the Department of Revenue, Office of Financial Management, House of Representatives, and Senate.

*The position is currently a Budget Analyst 3 at a range 54. However, In-training plans will be considered.*

### Examination:

The examination is an evaluation of your experience and training. Employees in these positions perform tasks requiring the use of effective technology. Completing and submitting your application and exam response electronically is part of the exam. Those needing technical assistance or accommodation with this process should call 360-664-1960 or 360-664-1962, Monday through Friday, 8 a.m. to 5 p.m.

Some locations where you may access computer terminals are:

- Department of Personnel, 600 S. Franklin, Olympia, Washington
- Work Source Centers (see locations at: <http://www.wa.gov/esd/work/localconnections.htm>)
- Public libraries

You will receive your score notice via the internet after you complete all required forms and submit your application.

**How to Apply:** This recruitment is open to anyone who meets

the desired qualifications.

Applications are accepted electronically through the Internet Application System (INET) only. Applicants develop an employment profile (application) in the system and take the exams for these job classes online. Once you have submitted the forms via our secure site, you will receive notification of your score and placement on the register. Those needing technical assistance or accommodation with this process should call 360-664-1960.

Go to the following web address to begin the application process:

<https://fortress.wa.gov/dop/inetapp/DOP/default.asp>

You must type this web address, in your address bar to go to it. This page is not interactive. The exam is listed as the previous classification Budget Program Specialist 3 on the Department of Personnel's website.

After completion of on line application, please send cover letter, resume and state application to:

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)  
*please indicate position title in subject line*

Fax: (360) 664-0658  
*please indicate position title on cover*

Mail: State of Washington Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

**Special Note:**

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. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.