



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: Compliance Program Manager (WMS 3)
Division: Compliance

Location: Tumwater, WA
Notice: WMS 06-0008

Opens: August 11, 2006
Closes: August 25, 2006

Primary Duties:

Manages the Compliance Division's day to day operations in delinquent account collection, tax discovery and taxpayer service statewide. In addition, manages the development and implementation of division wide policies and procedures for these programs. The position will also:

- Represent the division or agency in interdivisional or interagency projects and task teams.
- Recommends agency/division policy and legislative changes to the assistant director
- Serves as the assistant director to and backup for the assistant director
- Participates in all levels of personnel actions
- Participates in developing and implementing performance measures, division/agency strategic business planning, and division staffing levels and budget
- Reviews and analyzes statewide business trends and tax policy issues in conjunction with division management
- Serves as a member of the Compliance Management Team

Compensation:

\$66,713 - \$81,536 annually (WMS 3), depending on qualifications. Outstanding benefits including 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.

Desired Qualifications (Knowledge, Skills & Abilities):

- Significant managerial experience in a collection enterprise, preferably within government, particularly in supervising managers

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

How to Apply

E-mail: 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**

- People centered managerial and communication focus
- Ability to build consensus among disparate groups and individuals
- Experience and ability in communicating with all levels of management and staff in the agency, business community and the legislature
- Fundamental understanding of management principles, communication techniques, Collective Bargaining Agreement, and Civil Service Reform
- At least three years management experience, particularly supervisors in collection/investigative environments.
- Proven record of accomplishment in collections or investigation, project management and building consensus. Candidates will also have the ability to communicate and negotiate with people of diverse backgrounds.
- Successful candidate should have at least a Bachelor's degree involving major study in public administration, criminal justice, or closely allied field.
- Excellent oral and written communication skills and leadership skills.

How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dop.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:

Submit Applications to:

E-mail: jobs@dor.wa.gov

please indicate position title in subject line

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.