



# Revenue Careers



**Position:** Excise Tax Examiner 4  
**Division:** Audit

**Location:** Tumwater  
**Notice:**

**Opens:** February 15, 2006  
**Closes:** March 1, 2006

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

## Who May Apply:

This recruitment is open on a promotional basis to employees of the State of Washington Department of Revenue who have permanent status in a regular or competitive project position.

## Primary Duties:

Supervises, evaluates, assigns and reviews work of subordinate examiners in proper allocation of tax monies, control of tax assessments and warrants, examination of taxpayer accounts, and proper reporting of taxes due; Provides authoritative information in response to complex and sensitive issues; interprets statutes and provides information and assistance to field representatives and general public. Supervises the training of subordinate employees. Authorized to grant or deny exception to standard reporting and payment, waiver of penalty or interest charges, or requests for exemption. Approves refunds between \$10,000 and \$25,000 or as increased by approval authority. Performs other work as required.

## Compensation:

\$3396-\$4351 per month (Range 53), 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 of: theory and practice of accounting and auditing; Washington Revenue Act of 1935, as amended; rules, policies and procedures of the Department of Revenue.

Ability to: analyze and interpret complex tax accounts and records; communicate effectively, both orally and in writing; plan and direct the activities of a work unit.

AND

## 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

One year as an Excise Tax Examiner 3.

OR

Two years Department of Revenue experience at the senior or lead level in accounting, auditing, compliance or tax administration, provided 12 semester (18 quarter) hours accounting course work has been completed.

OR

Three years of experience at the senior or lead level in accounting, compliance, auditing, or tax administration, provided 12 semester (18 quarter) hours of accounting course work has been completed.

### Examination:

The examination is verbal. It is an evaluation of your experience and training. You may apply and take this test only once in a six month period. You will be notified regarding exam time and location. We will mail you your scores. We are unable to tell you your applicant ranking.

### How to Apply:

Submit Applications 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:

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.