



# Revenue Careers



**Position:** Fiscal Technician 2 (In Training)  
**Division:** Financial and Employee Services

**Location:** Tumwater  
**Notice:** 1-3-243-OC TG

**Opens:** May 17, 2006  
**Closes:** May 25, 2006

In order to consider the most candidates, we are willing to consider a variety of in-training options.

## Primary Duties:

This position prepares semi-monthly payroll for the Department. The duties included in this process are:

- Enters payroll information into the central payroll system;
- Computes and verifies timesheets from hourly employees;
- Verifies and corrects payroll deductions;
- Verifies and corrects leave transactions;
- Distributes payroll warrants;
- Assists in preparation of payroll reports and reconciliation;
- Answers payroll questions from employees; and
- Prepares payroll payments to vendors.

## Compensation, Fiscal Technician 2:

\$2069-\$2607 per month (Range 32), 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 basic accounting practices
- Proficiency with 10-key adding machines and personal computers

## 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.

## 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

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## 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

- State payroll experience
- Ability to provide excellent customer service
- Ability to apply practical accounting techniques
- Ability to process large quantities of fiscal data
- Ability to communicate effectively with others
- Ability to work effectively with others

### Continued Qualifications:

High school diploma or GED certificate and one year of fiscal experience

OR

15 quarter or 10 semester hours of college-level accounting.

### How to Apply for Fiscal Technician 2 register:

#### 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. 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 the 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.

### How to Apply for in-training from a lower classification:

Please express your interest by submitting a cover, resume and state application by one of the following options.

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:**

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status. 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.