



# 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

**Position:** Legislative and External Affairs Liaison (WMS3)  
**Division:** Legislation & Policy

**Location:** Olympia, WA  
**Notice:** WMS 05-0017

**Opens:** December 1, 2005  
**Closes:** Open until filled, applicants are encouraged to apply by December 12, 2005

## Primary Duties:

Represents the Director and the Department of Revenue regarding legislative issues. Coordinates departmental analysis, agency response and representation regarding state legislation affecting revenues, tax policy, and tax administration. Responsible for the development of agency request legislation. Develops and provides testimony as appropriate. Coordinates development and provision of testimony by others representing the agency. Serves as liaison with the Governor's office, other state agencies, local governments, local economic development councils, businesses and other organizations on tax policy, economic development policy, and legislation. Provides guidance to executive management on tax incentives, subsidies, constitutional issues, tax administration issues, and other business climate issues. Represents the department at economic development forums, acts as staff to the Joint Economic Vitality Sub-Cabinet and provides advice and staff support to other Governor committees and councils. Works with the Assistant Director of Research. Responds to significant requests for economic modeling and policy formulation related to business decisions. Assists in providing executive management with counsel on tax policy matters where there is no clear precedent, or where competing policy grounds may make matters especially complex or difficult. Responds to legislative correspondence and requests for information or assistance as appropriate. Exercises delegated authority to negotiate changes in legislation as appropriate.

## Compensation:

\$ 68,231 to \$82,560 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.

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

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

### Desired Qualifications (Knowledge, Skills & Abilities):

Demonstrated ability to move proposals through legislative process, from initial development to final enactment. Excellent written, oral and interpersonal communication skills, including ability to respond quickly and appropriately to wide ranging questions. Sound policy judgment and instincts, including a clear understanding of policy influences. Exceptional organizational ability, particularly in managing multiple proposals and projects in various stages through complex processes. Knowledge of legislative process, Washington State Tax Code, Department programs and processes.

Ability to think strategically and creatively. Ability to work towards achieving the goals of the department and the Governor. Knowledge of the legislative process and an understanding of the political environment. Requires the ability to weigh competing, and often controversial, legal arguments, and advise the Director of the benefits and risks associated with the courses of action. Requires development of training material and the provision of training for department staff and outside constituencies. Must be able to work with and present for a variety of special interest groups and the media. Must be able to work on multiple projects simultaneously. May be required to work extended hours.

The successful candidate should possess a Bachelor's or advanced degree, in political science, public administration or related field. Graduation from an accredited school of law desired.

### How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, completed state application, a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate, and one person outside your immediate work environment.

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](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.