

Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00002346* (2)
Opening Date: 03/01/2007
Closing Date: 03/15/2007



Tax Information Specialist 3

Agency Information

Washington State Department of Revenue - Work in a dynamic learning organization, with great leaders and talented co-workers! Washington State's principal tax collection agency, the Department of Revenue oversees about 60 different taxes. We collect 92.4 percent of state General Fund tax revenues and all local sales tax revenues. The Department of Revenue processes approximately 2 million tax returns annually. Businesses constitute the largest group paying state taxes, with nearly 452,000 businesses currently filing tax returns on a monthly, quarterly, or annual basis. Nearly 297,600 other small businesses are registered with the Department, but they have no tax liability and are not required to file tax returns.

The Department of Revenue employs approximately 1,000 people and is headquartered in Olympia, with local offices in 12 cities statewide. More than half are located in the Olympia-Tumwater area. We also operate another 16 offices throughout the state, including 12 that are open to the public to provide taxpayer assistance. The agency employs 45 auditors in 17 out-of-state locations near major business centers. Key employee functions include: Providing taxpayer assistance, information, and education; accounting for and processing tax revenues and information; distributing money to local governments; conducting appeals; administering property taxes; developing tax legislation; handling unclaimed property; conducting tax and fiscal research; locating unregistered businesses; auditing and collecting delinquent taxes; and enforcing compliance. The Department of Revenue also administers special programs, such as those affecting timber, cigarette, real estate, leasehold, and estate taxes.

Duties

Location: Tumwater, WA

This position is responsible for responding to requests for rulings from businesses and their representatives. These responses (rulings) are binding on both the Department and the businesses under the same facts. This position is required to analyze tax statutes, rules, and policy to use in rulings. This position provides technical advice to agency management and recommends policy options. This position also analyzes, clarifies, and implements new legislation by drafting Special Notices and updating industry guides that represent Department policy. Position must perform public speaking to businesses, tax professionals, and consumers on tax issues/policy.

Qualifications

One year as a Tax Information Specialist 2.

OR

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A Bachelor's degree in business or public administration, accounting, public finance, or closely allied field and three years of professional experience in tax administration, tax auditing, tax collection or program/policy analysis which includes two years of excise tax experience.

NOTE: CPA certification, a Master's degree or equivalent in a Ph.D. program in business or public administration, accounting, public finance, or closely allied field will substitute for two years of experience.

Special Notes

Compensation:

\$3,722 - \$4,760 per month (Range 56), 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.

How to Apply

Submit a letter of interest summarizing your qualifications along with a resume. You will have the ability to submit these documents as attachments while applying for this job. Please be sure to complete all questionnaires attached to the requisition.

For permanent Washington state employees:

- > Click on the HRMS portal <https://fortress.wa.gov/dop/portal/irj/portal>.
- > After you log in, click on "Go to the current employee page of careers.wa.gov" in the E-Recruiting section on the welcome page. This brings you to the Careers.wa.gov page.
- > Click on Login or Apply Directly.
- > In the bottom blue box on the left, click on "Apply Directly."
- > In the reference code field, enter NB00002346* and click on "start search."
- > Click on the link NC00002023 (NB00002346) to view the complete announcement and apply. There are several tabs along the top that enables you to complete your application and a questionnaire. Please attach a cover letter and resume through this system.

For job seekers who are not permanent state of Washington employees:

- > Go to <http://careers.wa.gov/>.

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> Click on Start here to search and apply for jobs which is found under the heading: I'm interested in a state career. You will have the option to create a new account or login and apply directly.

> In the reference code field, enter NB00002346* and click on "start search."

> Click on the link NC00002023 (NB00002346) to view the complete announcement and apply. There are several tabs along the top that enables you to complete your application and a questionnaire. Please attach a cover letter and resume through this system.

Help is Available

A user's guide for applying to jobs is available at <http://careers.wa.gov/help/>

If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Other Information

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

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.

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.

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