



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00003015e (2)
Opening Date: 03/27/2007
Closing Date: 06/12/2007



Revenue Agent 2 (in training) \$31,788 - \$40,452

Agency Information

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

With supervision, the Revenue Agent 2 in training resolves less complex tax discovery investigations of reported and unreported tax and then resolve any liability. Cases involve businesses, vehicles, vessels and aircraft.

Qualifications

Revenue Agent 2 level:

One year of experience as a Revenue Agent 1

OR

A Bachelors degree in business or public administration, criminal justice, police science, law, social sciences, or closely

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allied field, AND one year of professional experience in tax administration, collection of civil debts, law enforcement, personal or corporate finance, or investigations involving personal background, business practices or fraud.

Additional qualifying experience may substitute, year for year, for the education.

In-Training level:

A Bachelors degree in business or public administration, criminal justice, police science, law, social sciences, communications or closely allied field.

OR

Two years as a Tax Service Representative, Tax Information Specialist, Excise Tax Assistant or other tax collection experience.

Professional experience in tax administration, collection of civil debts, law enforcement, personal or corporate finance, or investigations involving personal background, business practices or fraud, will be substituted year for year for education.

Special Notes

Compensation:

Compensation at Revenue Agent 2 Level:

\$2,649 - \$3,371 per month (Range 42), depending on qualifications.

Compensation at In Training Level:

Salary is \$2,649 - \$2,979 (Range 36 or 37), depending on knowledge, skills, and abilities. Upon successful completion of training plan, individual will promote to \$2,649 - \$3,371 per month (Range 42).

Outstanding benefits include: 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:

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- > 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 NB00003015* and click on Start Search.
- > Click on the link Revenue Agent 2 (Compliance Division) - Seattle, WA under the Job Posting column heading 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 (under the Attachments tab).
- > Your application will not be submitted until you hit the Submit button under the Send Application tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
- > If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the My Job Search and Application column heading on the Job Seeker Start Page for State of Washington Employees. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

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

- > Go to <http://careers.wa.gov/>.
- > Click on Start here to search and apply for jobs which is found under the heading: I'm interested in a state career.
- > Select Register Now if you are a new user. Returning users can select Login to Search and Apply for Jobs.
- > In the bottom blue box on the left, click on Apply Directly.
- > In the reference code field, enter NB00003015* and click on Start Search.
- > Click on the link Revenue Agent 2 (Compliance Division) - Seattle, WA under the Job Posting column heading to view the complete announcement. Review the duties and qualifications of the open position.
- > Click on the Apply button on the upper left hand side of your screen to begin the application process.
- > Click the tabs along the top of the screen to complete your application and a questionnaire. Please attach a cover letter and resume through this system (under the Attachments tab).
- > Your application will not be submitted until you hit the Submit button under the Send Application tab. Make sure to

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review all your information as you will not be able to edit your application once it has been submitted.

Help is Available:

> A users' 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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