



Revenue Careers



Position: Property & Acquisition Specialist 6
Division: Property Tax

Location: Olympia
Notice: 4-6037-OC

Opens: March 14, 2006
Closes: Open until filled; however, you are encouraged to apply by March 30, 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.

Primary Duties:

Develop and implement a consistent program of study, review, and update of personal property valuation recommendations published or provided by the Department of Revenue. Assign, direct, and review personal property studies done by others for accuracy and supportability prior to completion. Independently complete personal property studies where complex issues or significant scope indicates the need for expertise. Consult and advise the personal property valuation activities of professional auditor/appraisers. Develop and maintain clear reporting and documentation of personal property valuation tables; an up-to-date template and procedure for the appraisal process associated with valuation factor recommendations; a Personal Property Assessment Manual and other written procedures for use in the assessment of personal property statewide. Provide formal and informal training to DOR staff and county employees in this area. Work with management on the development of statistical tools and analysis on the uniformity of personal property assessment of both county administrations and property tax staff. Develop tools to discover unreported personal property.

Investigate and advise elected officials, taxpayers, Property Tax management, and internal staff on issues relating to the administration and application of the personal property tax laws, including taxability, classification, and valuation. Confer with and assist county officials and their employees in the interpretation and application of state law, rules, and regulations regarding the assessment of personal property. Plan, manage, and conduct training seminars to provide county assessment staff and agency personnel with the knowledge to administer, value, and assess personal property in accordance with statutory and rule requirements.

Compensation:

\$4141-\$5300 per month (Range 61), 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

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

How to Apply

E-mail: 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

paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications:

Bachelor's degree involving major study in business or public administration, real estate, economics, accounting, natural resource management, or related field and three to four years of experience in real property appraising, property negotiations, public property management, or selling, leasing or buying real estate.

OR

One year of experience as a Property and Acquisition Specialist 5.

Examination:

The examination is an evaluation of your experience and training. Your score will be based on the information you provide on your application. We are unable to tell you your applicant ranking.

How to Apply:

Submit Applications to:

E-mail: 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:

Some statewide travel is required for these positions. Successful completion of assigned in-service training courses will be required by the appointing authority as a condition of continued employment. Incumbents may be responsible for providing their own transportation to work sites, as assigned. A valid Washington Driver's License is required within 60 days of appointment. 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.

