



# Revenue Careers



## 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.

**Position:** Property Tax Auditor 4  
**Division:** Property Tax

**Location:** Statewide  
**Notice:** 1-3-146-OC

**Opens:** July 15, 2005  
**Closes:** Open Continuous

### Primary Duties:

Specializes in appraising business personal property including complex commercial, manufacturing and industrial machinery and equipment to establish market value; conduct independent studies of specific property types to develop schedules for establishing market value use in the statewide valuation of personal property; OR, review properties and financial records of nonprofit organizations to determine the taxable status; OR, administer a statewide program to assist senior citizens/disabled persons with payment of property taxes.

### Compensation:

\$3318-\$4247 per month (Range 52), 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:

The preferred candidate will have a Bachelor's degree in accounting, finance, business administration, or related field or equivalent amount of professional experience and professional-level experience in one or more of the following:

- Auditing/Appraising personal and/or real property for market value;
- Auditing/Analyzing or preparing financial, accounting or tax records;
- Property taxation;
- Conducting market value studies of taxable personal or real property.

**OR**

One year of experience as a Property Tax Auditor 3, Property Tax Appraiser 3 or equivalent.

## 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

Additional experience in auditing and/or appraising personal property for fair market value will substitute for the educational requirements on the basis of one year of experience for two years of education.

### 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. Those needing technical assistance or accommodation with this process should call 360-664-1960 or 360-664-1962, Monday through Friday, 8 a.m. to 5 p.m.

Some locations where you may access computer terminals are:

- Department of Personnel, 600 S. Franklin, Olympia, Washington
- Work Source Centers (see locations at: <http://www.wa.gov/esd/work/localconnections.htm>)
- Public libraries

You will receive your score notice via the internet after you complete all required forms and submit your application.

**How to Apply:** 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 our 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. The exam is located under Architecture, Engineering, and Planning & Right of Way category on the Department of Personnel site.

### 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. Frequent 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.