



Revenue Careers



Position: Research Analyst 1
Division: Research

Location: Olympia, WA
Notice:

Opens: August 9, 2005
Closes: August 24, 2005

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:

Assists in conducting phases of projects; assists in gathering and analyzing data and writing reports. Collects, compiles and classifies data; checks for completeness, reasonableness, accuracy and comparability with other data. Prepares tables, charts, graphs and statistical reports; makes basic interpretations. Responds to requests for current and historical tax data from the public, other states, the media, academia, and local governments. Maintains current and historical tax collection files for general and special taxes. Composes routine correspondence to furnish or request information; writes summaries, histories and reports of limited scope.

Compensation:

\$2429-\$3079 per month (Range 39), 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:

A Bachelor's degree, including one college-level course in statistics.

OR

Two years of experience as a Statistical Reports Compiler 3, Data Services Assistant 3, Data Compiler 2 or equivalent, and successful completion of at least one college-level course each in statistics, mathematics or computer programming (technical level) and English Composition.

Research and statistics work performed in the private sector or governmental agencies may be substituted, year for year, for education but must be supplemented by successful completion of at least one college-level course each in statistics, mathematics or computer programming (technical level) and English

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

composition.

Examination:

The examination is an evaluation of your education, experience and training. Your score will be based on the information that you provide in your application and your response to the following.

On an additional sheet of paper, describe how you meet the requirements for this position. Please provide clear, detailed information about your job-related education and experience. Attach the sheet to your application.

How to Apply:

Initial screening will be based solely on the information contained in your application. Employees in these positions perform tasks requiring the use of effective technology, problem solving and research skills. As such, completing and submitting your application electronically is part of the application process. The state application electronically is part of the application process. The state application is available at:

<http://hr.dop.wa.gov/forms/stateapp.doc> Please use word formatted applications only. Failure to follow submission instructions will result in a failing score.

Read and follow the instructions in the exam section and send your completed application to:

E-mail: TomR@dop.wa.gov

please indicate position title in subject line

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. The application form must be filled out completely. Resumes or attachments will not be accepted in lieu of employment history. Prior to any new appointment, 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.

