



# 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:** Revenue Auditor 3 (Out of State)  
**Division:** Audit

**Location(s):** New Jersey, Massachusetts, Missouri, California, Illinois, Texas, Colorado, Ohio, Pennsylvania, Georgia, Minnesota, Florida, Virginia, New York, and Michigan.

**Notice:** 41142-OC

**Opens:** January 10, 2006  
**Closes:** Open Continuous

## Who May Apply:

This recruitment is open to anyone who meets the qualifications. The register established by this recruitment will be used to fill out-of-state vacancies as they occur **nationwide**. You must indicate in Part 6 of your application the state(s) in which you are willing to work. Vacancies have previously occurred in the following locations: New Jersey, Massachusetts, Missouri, California, Illinois, Texas, Colorado, Ohio, Pennsylvania, Georgia, Minnesota, Florida, Virginia, New York, and Michigan.

## Primary Duties:

Represents the agency as a permanently assigned auditor at an out-of-state location. In the Department of Revenue, as a senior field auditor, plans, coordinates, and conducts audits of the largest and/or most technically diverse businesses at the taxpayer's place of business. These include, but are not limited to, large manufacturers, major financial institutions, insurance companies, major public and private contractors, health care providers, high technology companies, municipalities, port districts, and public utilities.

## Assignment Pay:

\$4041-\$5175 per month (Range 60) depending on qualifications. Positions requiring permanent assignment out-of-state are paid basic salary plus four ranges.

## Qualifications:

A Bachelor's degree with major study in accounting or a Bachelor's degree in business administration or allied field which includes 24 semester or 36 quarter hours in college-level accounting

AND

## 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

**WORKING TOGETHER TO  
FUND WASHINGTON'S  
FUTURE**

Three year of professional auditing or accounting experience which includes two years of excise tax experience.

### Examination:

The examination is an evaluation of your experience and training (E&T); Your ranking on the list of job applicants will be based upon the relevant experience and training you report on your application form. We may verify your statements. Be sure to fill out your application completely and provide enough information about your education, training, and experience to allow us to give you proper credit for them. We will mail you your score, but we cannot tell you your ranking on the register.

This is a test. In addition to completing the employment history portion of your application, you must respond to this test. Write your responses to this test on additional sheets of paper. Your score will be derived solely from your responses to the examination questions. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed state application form. Failure to provide sufficient information in this format will result in a below-passing score. No additional information will be accepted after receipt of your application.

Please provide all information requested in each item. Omission of any part of the requested information will result in your not receiving credit for the item. Note that if called for an interview, you may be required to provide documentation of the facts you state.

### EDUCATION

1. Briefly describe your undergraduate course work and years of study.
2. Briefly describe graduate work in business administration, public administration or closely allied field and years of study.
3. Are you a Certified Public Accountant?

### EXPERIENCE

4. Describe your experience as a Revenue Auditor 2 (previously classified as a Revenue Auditor 3).
5. Describe your experience as a Revenue Auditor 1 (previously classified as a Revenue Auditor 2).
6. Describe your accounting or auditing experience and role.

### How to Apply:

Submit Applications to:

E-mail: [jobs@dor.wa.gov](mailto: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:**

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. Prior to any new appointment into the Department of Revenue, a background check will be conducted. Employees will be required to provide their own transportation to audit appointments at the taxpayer's place of business.

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.