



Revenue Careers



Looking for a New Career?

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer systems professionals.

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.

Why Revenue?

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Career opportunities around Washington State
- Cross-training and rotational opportunities
- Numerous leading edge educational opportunities
- The option to choose flexible work schedules
- Great people to work with
- Ethical work
- The chance to make a difference

Visit us at <http://dor.wa.gov>

Position: Tax Administration Manager
Division: Taxpayer Account Administration

Location: Tumwater, WA
Notice: WMS 04-0028

OPENS: November 22, 2004
CLOSES: December 8, 2004 5 p.m.

The Tax Administration Manager manages and directs the activities of a unit within the Washington State Department of Revenue's Taxpayer Account Administration division, providing fair and uniform application of tax laws and promoting an optimal level of accurate tax reporting and payment through efficient tax administration and taxpayer education. This position is required to plan strategies to meet division program objectives and implement tax programs within division budget and staffing constraints.

Compensation:

WMS Band 2 \$50,436 – \$61,644 annually 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.

Qualifications of the successful candidate for this position are expected to include:

A working knowledge and full utilization of management principles, long range planning, communication techniques, systems analysis and design, budget management, cost benefit analysis, training needs assessments, human resource management practices and principles, delegation, motivating and mentoring.

Qualified applicants will have a working knowledge of project management, general management principles, effective oral/written communication techniques, Washington State Merit System rules and regulations including affirmative action and diversity.

This position requires knowledge of the Washington Revenue Act of 1935, as amended: rules, policies and court decisions. The ability to effectively manage the operation of multiple tax administration programs in a constantly changing technological environment is required. Knowledge of the Department's computer systems used to maintain and adjust taxpayer information, including the Electronic Filing System (ELF) is highly desirable.

Application Process:

A letter of interest briefly describing how you meet the knowledge, skills and desirable qualifications; a resume listing name of employers, dates of employment, and education; and a minimum of three employment references with current telephone numbers to include one supervisor, one peer (if applicable) and one person outside of your immediate work environment.

E-mail resumes are due by 5:00 p.m. on the closing date. Hard copy resumes must be received no later than the closing date to be given further consideration. **Electronic applications in Word format are preferred** however, hard copies may be sent to Office of Human Resources:

Jobs@dor.wa.gov

Please indicate in subject line:

Subject: WMS 04-0028

OR

WA State Department of Revenue

P.O. Box 47463

Olympia, WA 98504-7463

Fax: 360-664-0658

If you have chosen to apply for this position, we sincerely appreciate your voluntary cooperation in responding to the Applicant Profile Form. This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized HR personnel.

Washington State Department of Revenue Applicant Profile

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Please review the Diversity Definitions at the bottom of the page.

Position Applied For:	Name: (Last, First, Middle Initial)	Date of Birth:
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<p>1. What race(s) or culture(s) do you consider yourself?</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Caucasian/White</p> <p><input type="checkbox"/> Asian or Pacific Islander (API):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian Indian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Cambodian <input type="checkbox"/> Samoan <input type="checkbox"/> Laotian <input type="checkbox"/> Guamanian <input type="checkbox"/> Other API, <i>Specify</i> _____ <p><input type="checkbox"/> Native American or Alaskan Native Please identify name of the enrolled or principal tribe:</p> <p>_____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eskimo <input type="checkbox"/> Aleut <p><input type="checkbox"/> Hispanic:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chicano <input type="checkbox"/> Cuban <input type="checkbox"/> Other Spanish, Specify _____ 	<p>If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.</p> <p><input type="checkbox"/> Multi-Racial, preference: _____</p> <p>2. Gender:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Male <input type="checkbox"/> Female <p>3. Have you ever been on active duty in the U.S. Armed Forces?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, Dates: _____ <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran (Percent of disability: _____%) <p>4. Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, doing things with your hands, seeing, hearing, speaking, learning?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: center;"><i>Please see definition of "disabilities" below.</i></p> <p>I certify that this information is true and accurate to the best of my knowledge.</p> <p>_____ Date Signature</p>
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Diversity Definitions

Native American or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African American. A person with origins in any of the Black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities: For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran: A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran: A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.