



Revenue Careers



Position: Tax Information Specialist 3
Division: Taxpayer Services

Location: Tumwater
Notice: 4-3-045-OC

Opens: August 22, 2005
Closes: Open Continuous

Tired of diminishing returns? Invest in a great career at Revenue!

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:

Serves as the senior technical information specialist. Analyzes and interprets laws on complex issues providing written binding opinion on future tax liabilities. Develops and presents taxpayer educational programs for business, industry trade groups and associations. Creates and updates departmental brochures, special notices and other publications. Provide assistance to Taxpayer Rights Advocate in the resolution of disputes between department staff and taxpayers.

Compensation:

\$3663-\$4685 per month (Range 56), 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:

One year as a Tax Information Specialist 2

OR

A Bachelor's degree in business or public administration, accounting, public finance or closely allied field

AND

Three years of professional experience in tax administration, tax auditing, tax collection or program/policy analysis which includes two years of excise tax experience.

Note: CPA certification, a Master's degree or equivalent in a Ph.D. program in business or public administration, accounting, public finance, or closely allied field will substitute for two years of experience.

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

Examination:

The examination measures your knowledge, skills, abilities and aptitudes to perform the duties of the job class. We will notify you regarding testing time and location. Bring proof of identification with you. We will mail you your scores. We are unable to tell you your applicant ranking. A passing score is required.

How to Apply:

Complete applications include resume, cover letter, and state application. State applications can be downloaded from <http://hr.dor.wa.gov/forms/stateapp.doc>

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:

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.

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.