



# Revenue Careers



**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.

**Position:** Tax Policy Specialist 2 In Training (Legal)  
**Division:** Interpretations & Technical Advice

**Location:** Olympia  
**Notice:** 41096-OC

**Opens:** May 10, 2006  
**Closes:** May 17, 2006

The position may be hired at the Tax Policy Specialist 1 or Tax Policy Specialist 2 level.

## Primary Duties:

Drafts rules for inclusion in the Washington Administrative Code and interpretive statements issued by the Department as assigned by the Department's rules coordinator or rules manager. As part of the rule-making process, conducts public meetings and hearings to receive public comment regarding proposed rules in accordance with the Administrative Procedure Act.

These rules and statements relate to tax programs that are administered by the Department under Title 82 RCW and ancillary statutes. This includes drafting new rules and revising existing rules under the direct supervision of rules coordinator or rules manager, often in response to recent legislation or court decisions. The work requires not only a broad knowledge of various tax programs and an understanding of the Department's past practices, but also how to incorporate court decisions, interpret statutes using the rules of statutory construction, and from time to time, legal jurisdiction. The drafter will need to know how to do legal research on caselaw, statutes and regulations from Washington as well as how to find cases, statutes and rules from other jurisdictions using such electronic legal databases such as LexisNexis or Westlaw, the internet, and legal libraries.

Reviews existing rules and interpretive documents as assigned by the rules coordinator or rules manager as part of the Department's review program. This review requires analysis of statutory changes, court decisions, administrative decisions, and business changes, as well as consultation with taxpayers and the Department's operating divisions to determine if existing rules/documents need amending or repealing.

Participates in external stakeholder focus groups for the purpose of rule making or developing tax interpretations or policies related to legislative changes. This requires an ability to work with taxpayers, attorneys, lobbyists, and legislative staff in a collaborative and collegial manner.

Provides technical legal and policy advice on taxation issues to agency management, staff, and on occasion, to the public. This may involve analyzing, reviewing, and researching the application and interpretation of state and federal tax statutes at issue and their

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

## 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

legislative history, other state and federal statutes, rules, state and federal court decisions, administrative decisions, and other state's decisions to specific facts.

Reviews and provides legal advice on tax issues, determinations, and letter rulings to other divisions within the agency. This activity requires analyzing and researching the application and interpretation of statutes, court decisions, rules, and interpretive documents. It requires an understanding of the department's practice, and in many instances also an understanding of primary and secondary legal authorities, binding and persuasive legal authorities, and legal jurisdiction.

Participates in interdivisional teams for the purpose of identifying and resolving tax interpretation or policy issues. Assists in identifying needed changes to agency policies to ensure tax policy decisions are consistent with the goals and mission of the agency. This requires an ability to think independently yet work collaboratively with team members that may have divergent views.

Coordinates administration of tax policy decisions with affected divisions, taxpayers, and other state or local agencies. Reviews recent relevant decisions of federal and state courts and administrative bodies as directed by the rules coordinator or rules manager to ensure current expertise.

Draft settlement agreements and other duties as assigned.

### **Compensation (Tax Policy Specialist 1):**

\$3234-\$4141 per month (Range 51), 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.

### **Compensation (Tax Policy Specialist 2):**

\$3846-\$4924 per month (Range 58), 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 (Tax Policy Specialist 1):**

Admission to practice law in the State of Washington; or graduation from an accredited school of law and current admission to practice before the highest court of a state.

### **Qualifications (Tax Policy Specialist 2):**

Admission to practice law in the State of Washington; or graduation from an accredited school of law and current admission to practice before the highest court of a state.

AND

One year as a Tax Policy Specialist 1; or two years experience as

hearings examiner in a governmental agency, assistant attorney general, or practice as an attorney.

An LL.M. or Master's degree in taxation or closely allied field will substitute for one year of experience.

**Examination (Tax Policy Specialist 1):**

The examination will consist of a review of your training, experience, and demonstrated skills in writing, policy analysis, and state and local tax issues. Using a separate cover letter to tell us about your abilities in each of these skill areas.

1. Writing: Describe the training, work or volunteer experience, and key accomplishments that best demonstrate your writing skills. Specify the types of documents you have written and the general frequency with which you produced those documents. What were the issues involved, and for whom did you write? Attach a sample of something you have written that best demonstrates your ability.

2. Policy Analysis: Describe the training, work or volunteer experience, and key accomplishments that best demonstrate your skills at analyzing the policy dimensions or implications of a substantive issue. Explain how your training and experience have given you an understanding of how policy is made at the state and local government level. Also briefly describe what you believe are the current trends in government policy making.

3. State and Local Tax Issues: Describe the training, work or volunteer experience, and key accomplishments that best demonstrate your knowledge of state and local taxation issues. Specify any experience or coursework involving the tax laws of the state of Washington, as well as the property and sales taxes of other states.

To complete the examination be sure that your state application includes the work or paid experiences you cite in the cover letter. Also attach a law school transcript, along with the sample of your writing.

**Examination Tax Policy Specialist 2:**

In addition to completing your application for minimum qualifications, please provide responses to all information requested in each item on additional sheets of paper. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed WA State Application form. Keep a copy of your responses. You may be asked to provide them if contacted for an interview.

**EDUCATION:**

1. Are you admitted to practice law in the State of Washington? Or, have you graduated from an accredited school of law and been admitted to practice before the highest court of any state? If yes, specify the school, date graduated, and state.

2. List any graduate degrees successfully completed with a major in taxation, business, economics, or public administration. For each, specify type of degree, major subject area, school, and date completed.

3. If you do not have a graduate degree with emphasis in taxation, list any law school or other graduate courses you have completed in taxation, business law, or the legislative process. For each course, specify title, school, and year completed.

#### EXPERIENCE:

For the items below, list the jobs in which you performed the work described. For each job, specify your title, employer, and number of months performing the work. Please provide any other information requested in each item.

4. Performing professional legal research, analysis, and writing. Briefly describe the types of research, analysis, and writing you performed on each job. Give examples of documents you produced that demonstrate your ability to research and develop facts and arguments (i.e. not "boilerplate" documents). Also list any articles you have written and published in professional legal journals. Specify title, topic, and journal.

5. Using oral communications skills to persuade or advocate for positions in a legal context. For each job, briefly explain typical projects and your role.

6. Using oral communications skills to teach, train, or inform others. Examples include teaching college courses, conducting professional workshops or seminars, or giving formal presentations to community or organizational groups. Briefly describe up to three different examples that best demonstrate your skills. For each, specify topic, audience, your role, and approximate dates.

7. In a professional capacity, using your knowledge of local, state, or federal tax laws to advise or assist others (i.e. as an attorney, accountant, or other professional). For each position, briefly explain the types of tax laws involved, and your role.

#### **How to Apply:**

Completed applications include letter of interest, examination responses, resume and state application. State applications are available at the following web address:

<http://hr.dop.wa.gov/forms/stateapp.doc> A State Application form must be filled out completely. **All applications must be received by 5:00 PM of the closing date of the bulletin. If you have completed the exam and are on either the Tax Policy Specialist 1 or Tax Policy Specialist 2 Legal register you do not have to re-take the exam.**

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.

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.