



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 3 (Legal)
Division: Legislation & Policy

Location: Olympia
Notice: 41087-OC

Opens: July 25, 2006
Closes: August 8, 2006

Primary Duties:

Participate in the Department's state legislative program by researching, analyzing and tracking proposed legislation and drafting legislation and amendments for various tax programs. Function as senior policy analyst for legislative bills, which includes analyzing proposed and formally introduced legislation, writing documents and reports, identifying technical and policy issues, communicating such issues to legislative staff, drafting letters to legislators outlining concerns and alternatives, and drafting memos to the Governor and OFM recommending signature, veto, or partial veto of bills approved by the Legislature. Prepare testimony and testify in front of legislative committees as needed. Assist with the development of tax related proposals with OFM/Office of the Governor. Develop materials to explain legislative proposals.

Provide formal and informal technical advice, interpretation, and analyses of complex tax law and policy issues to Department management, other state agencies, local governments, association groups, and other affected taxpayers or groups. Consult with internal and external stakeholders as needed to perform these duties. Participate in workgroups on particular tax policy issues, which can include meetings with Department personnel, taxpayers, interest groups, legislators, and development of administrative or legislative proposals. Participate in workgroups on the development, drafting, and review of administrative rules, primarily those dealing with energy issues and computer and related technology issues. Other duties as assigned.

Compensation:

\$4421-\$5660 per month (Range 63), 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

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

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

plans.

Qualifications:

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

3 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:

The examination is an evaluation of your experience and training (E&T). The examination questions are on this recruitment announcement. Read the instructions carefully and provide your answers in the required format. Raters will score only those answers that follow the required format. We may verify your answers.

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. 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. 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 tax law, list any law school or other graduate courses you have completed in tax law, 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. 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.

8. Drafting administrative regulations or proposed legislation (e.g. bill drafting, rule writing). List up to three specific examples. For each example, briefly describe the rule, regulation, or legislation involved and your role in the adoption process.

How to Apply:

Completed applications include letter of interest, resume, and examination responses.

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.