



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

WASHINGTON STATE DEPARTMENT OF REVENUE
6500 Linderson Way SE ♦ PO Box 47463 - Olympia, WA 98504-7463
(360) 725-7500 ♦ FAX (360) 664-0658 ♦ TDD/TTY (360) 664-0580

WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

POSITION: TAXPAYER ACCOUNT ADMINISTRATION PROGRAM COORDINATOR

LOCATION: Tumwater, WA

COMPENSATION: \$56,748 - \$69,348 annually DOQ (WMS Band 2)
We offer a solid benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life and long-term disability insurance coverage options.

WHO MAY APPLY: This recruitment is open to all interested candidates. Prior to any new appointment into the Washington State Department of Revenue, a background check will be conducted.

AGENCY PROFILE: The Washington State Department of Revenue's mission is to fairly and efficiently collect revenues and administer programs to fund public services, advocate sound tax policy, and continuously improve the quality of its service.

The Department employs approximately 1,000 employees in classifications ranging from property tax appraisers, revenue agents and revenue auditors, to foresters, information technology systems analysts and excise tax examiners. The headquarters of the organization is located in Olympia, Washington with 13 field offices geographically located throughout the state. The Department also employs several auditors in out-of-state locations.

DESIRABLE QUALIFICATIONS: Desirable candidates will possess a college degree and knowledge of tax administration practices and principles. This position reports to the Program Manager in the Taxpayer Account Administration division, and manages approximately 45 staff members, representing one third of the division.

KNOWLEDGE AND SKILLS: As a member of the division's management team, and one of three program coordinators, the incumbent will manage and direct several statewide tax administration programs including but not limited to: Local Tax Administration, Geographic Information System, Credit Programs, and Taxpayer Receivables. The incumbent will also act as division liaison with other divisions, state agencies and local governments.

This position requires the ability to manage multiple statewide tax administration programs in a constantly changing technological environment; expenditure analysis

and monitoring; project management; personnel rules and regulations; motivating and mentoring employees; and divisional budget analysis and management.

While experience in each of the following areas is not mandatory, it is extremely desirable:

1. Working with employees at all levels in an organization, from front line to top management.
2. Communicating effectively in writing and in oral presentations.
3. Managing projects or programs and effectively balancing multiple workload priorities.
4. Managing or supervising staff.
5. Interpreting and applying state regulatory laws.
6. Demonstrating a fundamental knowledge of accounting principles and financial systems.
7. Experience working with quality teams, committees, and focus groups.
8. Developing organizational goals, objectives, and performance measures.
9. Strategic planning.
10. Budgeting.

**CONDITIONS OF
EMPLOYMENT:**

Work is generally performed in an indoor office environment and generally involves a high degree of concentration. Must be able to work on multiple projects simultaneously and may be required to work extended hours. This position does not require the use of specialized equipment and there are no known hazards or hazardous materials to which the employee may be exposed. Must be able to work in a non-smoking environment.

**INTERESTED APPLICANTS
SHOULD SUBMIT:**

A letter of interest with a resume listing name of employers, dates of employment, education, and a minimum of three employment references with current telephone numbers; one supervisor, one subordinate, and one person outside of your immediate work environment.

We request that you complete and return the attached Profile Data Sheet. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Resume packet must be received by Friday, October 3, 2003, to the following address:

Department of Revenue
Employee Services Office
ATTN: April Thompson
P.O. Box 47463
Olympia, Washington 98504-7463

THE 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 NEEDING ASSISTANCE IN THE APPLICATION/TESTING PROCESS, OR THOSE NEEDING THIS JOB ANNOUNCEMENT IN AN ALTERNATIVE FORMAT, MAY CALL GINNY DALE AT (360) 586-0721, TTY (360) 664-0580.

For more information about the Washington State Department of Revenue or other career opportunities, please visit our web site at <http://dor.wa.gov>.

PROFILE DATA

The Department of Revenue is an equal opportunity employer and encourages disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities, and persons over 40 years of age to apply. As a separate part of the application process, you are requested to voluntarily answer the following and return it with your completed application. Your answers will be treated as confidential.

Name: _____ Social Security Number: _____

Date of Birth: ___/___/___ Sex: Male Female

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning? Yes No

Vietnam Era Veteran: Yes No Disabled Veteran: Yes No Percent Disability: % _____

Race/Ethnic Origin (Mark One):

Native American Caucasian African American
 Asian Hispanic

Signature

Date

Definitions

Native American. 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.

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.

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 disfigurement, or anatomical loss affecting one or more of the body systems or 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.