



Position: Assistant Director
Division: Appeals Division

Location: Olympia, WA
Notice: EMS 04-0018

OPENS: August 4, 2004

CLOSES: This recruitment will be open until position is filled. Applicant evaluations will be ongoing and it may be to your advantage to submit materials expeditiously. We encourage you to submit those materials prior to 5 p.m. on Wednesday, August 25, 2004.

Agency Profile: The Department of Revenue is the state's largest general fund, revenue producing agency. Each year, the agency collects approximately \$14.0 billion to fund state and local government services. The mission of the agency is to "fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy." To carry out its mission, the agency employs about 1,100 employees. Most employees are located within Thurston County. However, the agency also has 11 field offices located elsewhere in the State and employs several auditors throughout the United States.

The agency values its employees and continuously looks for ways to be efficient, innovative and make conducting business with the agency as simple as possible. The agency's vision is to "create an environment where citizens voluntarily pay taxes, appreciate public employees, and value the services delivered. Contributing to the achievement of this vision is the focus on the agency core values of respect, integrity, cooperation, professionalism, and continuous improvement. The agency is dedicated to the professional development of staff and creating a healthy, productive work environment with access to the tools needed to do the job.

To learn more about the Department of Revenue, we invite you to visit our web-site at www.dor.wa.gov.

Compensation:

\$78,903 – 87,900 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.

The principal responsibilities are expected to be as follows:

The Assistant Director is responsible for managing the agency's Appeals Division. The Appeals Division conducts informal hearings on excise tax appeals brought by taxpayers and issues written decisions. The division negotiates settlements of tax disputes, and executes closing agreements when appropriate. The division also presides over business, cigarette, and log export license revocations, and represents the agency in informal appeals before the Board of Tax Appeals. Select determinations issued by the division are published and establish precedent for the agency and the taxpayer. The Assistant Director also advises the Director, Deputy Director and Senior Assistant Director – Tax Policy on all legal issues relating to excise tax programs administered by the agency. As part of the agency's management team, this position also participates in agency-wide strategic decision making.

The Appeals Division Assistant Director will be accountable in the following respects:

The incumbent is expected to ensure that the agency provides taxpayers with a meaningful, cost-effective and timely administrative appeal of adverse agency action. To successfully accomplish this goal, the incumbent is expected to establish and maintain positive relationships with key stakeholders, including business organizations, taxpayer groups and tax practitioners.

In addition, this incumbent is expected to provide leadership in implementing an agency-wide strategic business plan initiative to enhance the agency's appeals process. A copy of the Department of Revenue's Strategic Business Plan Initiative is available for review at the agency's website:

<http://dor.wa.gov>

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

A law degree and substantial legal experience in the practice of law either in the public or private sectors involving complex issues of Washington tax law. An advanced degree in taxation (Masters of Law or Masters in Tax Accounting) is desirable. Although not required, some litigation experience is also highly desirable.

Knowledge of:

The position requires a comprehensive knowledge of Washington tax laws and rules, as well as the general principles of taxation. Some familiarity with federal tax laws and the tax laws of other states is desirable. The incumbent should also possess a working knowledge of the agency's processes for auditing, assessing and collecting Washington state excise taxes.

Skills to:

The position requires the skills of an experienced manager and leader. In addition to strong management and interpersonal skills, the incumbent must also possess the ability to communicate effectively at all levels of the organization. Technical legal skills are also required. Also required is the ability to understand, interpret and apply tax laws and rules in a wide variety of complex factual situations. Superior writing skills are required.

Ability to:

This position requires the ability to think strategically and creatively. This position also requires a strong commitment to organizational improvement and the ability to work cooperatively and effectively in a team environment made up of personnel from all levels of the organization. The successful candidate will possess the ability to communicate effectively, and to organize, motivate, coach, and mentor professional personnel. In addition, the position requires the ability to work well with external stakeholders with diverse interests.

Application Process:

Please send a letter of interest, detailed resume and Applicant Profile (optional). The letter of interest should indicate how you meet the qualifications needed for this position. Be prepared to provide references at the time of interview. 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: EMS 04-0018

OR

WA State Department of Revenue

P.O. Box 47463

Olympia, WA 98504-7463

Fax: 360-664-0658

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, <i>Specify</i> <p>_____</p>	<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</p> <p>_____ 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.