



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00011202e
Opening Date: 04/17/2008
Closing Date: 05/04/2008



Research Analyst 1

\$2,611 - \$3,391 per month (range 40)

Agency Information

Washington State Department of Revenue

Work in a dynamic learning organization, with great leaders and talented co-workers! Washington State's principal tax collection agency, the Department of Revenue oversees about 60 different taxes. We collect 92.4 percent of state General Fund tax revenues and all local sales tax revenues. The Department of Revenue processes approximately 2 million tax returns annually. Businesses constitute the largest group paying state taxes, with nearly 452,000 businesses currently filing tax returns on a monthly, quarterly, or annual basis. Nearly 297,600 other small businesses are registered with the Department, but they have no tax liability and are not required to file tax returns.

The Department of Revenue employs approximately 1,000 people and is headquartered in Olympia, with local offices in 12 cities statewide. More than half are located in the Olympia-Tumwater area. We also operate another 16 offices throughout the state, including 12 that are open to the public to provide taxpayer assistance. The agency employs 45 auditors in 17 out-of-state locations near major business centers. Key employee functions include: Providing taxpayer assistance, information, and education; accounting for and processing tax revenues and information; distributing money to local governments; conducting appeals; administering property taxes; developing tax legislation; handling unclaimed property; conducting tax and fiscal research; locating unregistered businesses; auditing and collecting delinquent taxes; and enforcing compliance. The Department of Revenue also administers special programs, such as those affecting timber, cigarette, real estate, leasehold, and estate taxes.

Duties

In the Department of Revenue, Research Division, performs entry-level professional work in research, statistics, and data analysis in support of tax analysis projects and publications.

Position updates and maintains current and historical database files, produces reports for selected sources, compiles tax collections versus estimates and verifies, formats, and distributes the data, and assists in tax studies and economic impact studies at the direction of higher-level analysts.

Position responds to requests for current and historical tax data and performs various office duties.

Qualifications

Requisition Title: 1400 501E Research Analyst 1 NB00011202

A Bachelor's degree, including one college-level course in statistics,

OR

Two years of experience as a Statistical Reports Compiler 3, Data Services Assistant 3, Data Compiler 2 or equivalent, AND successful completion of at least one college-level course in statistics, AND one college-level course in mathematics OR computer programming (technical level), AND one college-level course in English composition.

Research and statistics work performed in the private sector or government agencies may be substituted year for year for education but must be supplemented by successful completion of at least one college-level course in statistics, AND one college-level course in mathematics OR computer programming (technical level), AND one college-level course in English composition.

Special Notes

Compensation:

\$2,611 to \$3,391 per month (Range 40), depending on qualifications.

Outstanding benefits include: 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.

How to Apply:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

Submit a letter of interest summarizing how your skills and experience meet the qualifications of this position, along with a current resume that includes your employment history and education. Please include these documents as attachments while applying for this job (do not use the Cover Letter tab). Be sure to complete the questionnaire attached to the requisition.

For permanent Washington state employees:

* Click on the HRMS portal <https://fortress.wa.gov/dop/portal/irj/portal>.

* After you log in, click on "Go to the current employee page of careers.wa.gov" in the E-Recruiting section on the welcome page. This brings you to the Careers.wa.gov page.

* Click on Login or Apply Directly.

* In the bottom blue box on the left, click on "Apply Directly."

* In the reference code field, enter NB00011202* and click on "start search."

Requisition Title: 1400 501E Research Analyst 1 NB00011202

* Click on the link [Research Analyst 1 \(Research Division\) - Olympia, WA](#) to view the complete announcement and apply. There are several tabs along the top that enable you to complete your application and a questionnaire. Please attach a cover letter and resume through this system under the Attachments tab.

* Your application will not be submitted until you hit the Submit button under the Send Application tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

For job seekers who are not permanent state of Washington employees:

* Go to <http://careers.wa.gov/>.

* Click on Login to Search and Apply for Jobs which is found under the heading: I'm interested in a state career. You will have the option to create a new account or login and apply directly.

* In the reference code field, enter NB00011202* and Apply Directly.

* Click on the link [Research Analyst 1 \(Research Division\) - Olympia, WA](#) to view the complete announcement and apply. There are several tabs along the top that enable you to complete your application and a questionnaire. Please attach a cover letter and resume through this system under the Attachments tab.

* Your application will not be submitted until you hit the Submit button under the Send Application tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

> A user's guide for applying to jobs is available at <http://careers.wa.gov/help/>.

> If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Other Information

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. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.

Requisition Title: 1400 501E Research Analyst 1 NB00011202