

Washington State Department of Personnel  
Class Specification

**MISCELLANEOUS TAX SPECIALIST 3**

173G

Abolished 2/10/2012, effective 5/11/2012

**Definition:**

Within the Miscellaneous Tax and Unclaimed Property Division of the Department of Revenue, acts as team leader with lead responsibility in assigned programs. Responsible for developing policy, recommends and analyzes legislation and administrative code, and develops and implements assigned programs.

**Typical Work:**

Serves as team leader responsible to coordinate and facilitate administration of assigned tax programs;

Develops and implements policy analysis and recommendations;

Implements operation policies and procedures;

Develops and implements assigned tax programs;

Develops and recommends changes in legislation and drafts new and revised WAC's and excise tax bulletins;

Leads team audits of organizations such as multinational corporations, national banks, manufacturers, State and local governmental units, hospitals, utilities, and universities;

Performs other duties as required.

**Knowledge and Abilities:**

Knowledge of: State of Washington Revenue Act of 1935, as amended, and related Washington Administrative Code regulations, rules, policies and opinions; Unclaimed Property laws; departmental organization, programs and functions; State tax structure, tax administration, program planning and scheduling; legislative process.

Ability to: analyze program needs and schedule work to implement new programs; write clear and concise reports and correspondence; speak effectively; deal effectively with people.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

One year as a Miscellaneous Tax Specialist 2 or two years as a Miscellaneous Tax Specialist 1

OR

A Bachelor's degree in business administration, public administration or closely allied field and four years of professional-level accounting, auditing, tax compliance, tax examination, tax policy analysis or tax implementation experience.

Additional qualifying experience may substitute, year for year, for education.

**Class Specification History:**

New class: 1-1-92

New class code: (formerly 15273) effective July 1, 2007

Abolished; adopted 2/9/2012, 2/10/2012.