CAREER OPPORTUNITY
STATE OF HAWAII – DEPARTMENT OF TAXATION
Personnel Office - 830 Punchbowl Street - Room 217 Honolulu, Hawaii 96813

Opening Date: August 26, 2022                                                    Closing Date:  September 9, 2022

ADMINISTRATIVE RULES OFFICER, SRNA
EXEMPT POSITION, #102247
Recruitment Number TAX-2022-11
Oahu District
Temporary, Full Time Exempt Position
(Continuation of position extension dependent of availability of funds)
Salary: Negotiable based on experience

JOB SUMMARY:
Reviews/develops Hawaii Tax Policies by drafting from and analyzing legislation; legislative testimony; rules; tax information releases; announcements; memoranda; administrative directives; responses to Director’s and Governor’s letters. Assesses all Tax legislative proposals and prepares written legislative testimonies; participates in legislative hearings; offers recommendations regarding proposals for the Governor’s review, prior to enactment; and composes the annual digest of the New Tax Laws passed by the Legislature. Develops/Coordinates/Assists with training programs for the public and employees regarding Hawaii Tax Laws on Oahu and the Neighbor Islands. Participates with Division Chiefs/Staff Officers in reviewing Department Operations/Policies and Advises on Tax Research Projects. Maintains contact with the Internal Revenue Service, National and Multi-State Organizations to keep abreast of the latest developments. Assist in the review of Forms, Instructions, and Procedures. Acts as the Director’s representative on various committees’ meetings with Legislators, other County Agencies, or the Public; with Multi-State and Federal-State meetings.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION:  Graduation from an accredited four-year college or university with a bachelor’s degree; and a degree in accounting or Juris Doctorate degree.

EXPERIENCE REQUIREMENTS:  Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Experience:  Five (5) years of experience in one or combination of A, B, and/or C below. Such experience must have provided a good working knowledge of Federal and Hawaii Tax Laws, Rules, Accounting Principles, Procedures, Practices, Techniques, and their application to various Tax issues:

A. Authoritative experience which involved, as a major activity, substantive involvement in reviewing, analyzing, and interpreting and applying Federal and State Tax Laws, Rules, Legal Opinions, Court Decisions, and other pertinent documents to resolve and advise on complex Tax issues.

B. Responsible professional work experience as a Certified Public Accountant, Public Accountant, or Attorney dealing with Tax matters as a substantial portion of work which included Research on Tax matters exhibiting knowledge of Federal and State Tax Laws, Rules, Legal Opinions, Court Decisions, and other pertinent documents and their application to various, providing advice on the Tax ramifications.
C. Four (4) years of responsible Public and Business Administration experience involving management of Fiscal and Business Operations relating to State Tax Laws.

**LICENSE REQUIREMENTS:** Applicants must possess a valid type 3 license to drive in the State of Hawaii, license to practice Law in Hawaii, Hawaii CPS’s license or ten (10) years of State of Hawaii Department of Taxation experience working in areas of writing Rules, evaluating/creating Tax forms/instructions and interpretations of Tax Laws.

**HOW TO APPLY:**
Submit to the address below: 1) **Application**, 2) **Resume**, 3) **Transcripts** (Copies of official transcripts are acceptable; however, original official transcripts will be required at the time of hire. On-line transcripts or academic record/grade summaries will **NOT** be accepted. Diplomas and copies will **NOT** be accepted), 4) A brief one-page statement outlining how you meet the minimum and desirable qualifications, and 5) Three letters of recommendation (optional).

All requested documents/information becomes the property of the Department of Taxation. No electronic transmission will be accepted. Failure to submit **ALL** required documents shall deem an application to be incomplete and will not be considered.

**Send required documents to:**

**Mail:**
Department of Taxation  
Human Resources Office  
P.O. Box 259  
Honolulu, HI 96809

**In-Person:**
Department of Taxation  
Human Resources Office  
830 Punchbowl St., Room 217  
Honolulu, HI 96813

**NOTIFICATION TO APPLICANTS**
The Department of Taxation will use electronic mail (email) to notify applicants of important information relating to the status and processing of their applications as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs. Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email-box in a timely manner.

**QUALITY OF EXPERIENCE:**
Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**AN EQUAL OPPORTUNITY EMPLOYER**

If you need a reasonable accommodation to participate in the application process, please call the Personnel Office at 587-1503 (voice), 587-1417 (TTY). A request for reasonable accommodation should be made no later than ten calendar days prior to the needed accommodations.