

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

Opening Date: October 1, 2021

Closing Date: Until Position is Filled

ADMINISTRATIVE RULES SPECIALIST
(APPEALS CASE SPECIALIST)

Recruitment Number TAX-2021-03

Oahu District

Temporary, Full Time Exempt Position

(Continuation of position dependent on extension of program needs and availability of funds)

Salary: Negotiable based on experience

PERSONS WHO CURRENTLY SERVE OR HAVE SERVED IN THE PREVIOUS FIVE (5) YEARS AS AN AUDITOR, AUDIT SUPERVISOR OR MANAGER, COLLECTOR, COLLECTION SUPERVISOR OR MANAGER, DISTRICT SUPERVISOR OR MANAGER, OR TAX COMPLIANCE ADMINISTRATOR SHALL NOT BE ELIGIBLE.

JOB SUMMARY:

The purpose of this position is to resolve appeals filed with Administrative Appeals Office (AAO) through the Administrative and Dispute Resolution (AADR) program.

Duties Include (but not limited to):

- Review appeals filed with AAO, identify issues in dispute, and identify possible resolutions including settlement or assessment adjustments.
- Plan, schedule, and conduct appeal conferences, meetings, discussions with taxpayers, their representatives, or Department staff to resolve appeals.
- Review and evaluate proposed legislation and rules for impact on the AADR program.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION:

Graduation from an accredited four (4) year university, college, or school with a bachelor's degree in accounting or related field, or graduation from an accredited law school with Juris Doctor degree.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and Hawaii tax laws and related laws, court decisions, rules, regulations, and other authorities, and their application to various tax issues; principles and practices of tax accounting and auditing; general accepting accounting principles; taxes administered by the Department.

Ability to: Apply tax law and accounting principles, theory and practices to analyze and interpret accounting books, records, or systems to determine tax liabilities or resolve tax issues; synthesize copious amounts of information; research, analyze, and interpret tax law, rules, regulation, and other relevant authorities, and apply it to various tax issues; exercise a high level judgement and discretion in applying and interpreting tax laws, policies and procedures; interview taxpayers and their representatives, and Department staff; collect, analyze, and discern information; organize and maintain adequate records related to cases and assignments; understand, explain, and interpret complex tax laws, rules, regulations, case law, and the like; make sound decisions, conclusions, and recommendations; write and speak clearly and effectively, negotiate and resolve conflicts; establish and maintain effective working relationships; maintain confidentiality.

DESIRABLE QUALIFICATIONS:

- A. **Experience:** Three (3) years of work experience in one or a combination of 1 or 2 below. Such experience must have provided a good working knowledge of Federal and Hawaii tax laws, rules and regulations, and accounting or auditing principles, procedures, practices, techniques, and their applications to various tax issues.
1. Authoritative experience which involved, as a major activity, substantive involvement in reviewing, analyzing, and interpreting and applying tax laws, rules and regulations, legal opinions, court decisions, and other pertinent document to resolve and advise on complex tax issues.
 2. Responsible professional work experience as a certified public accountant, public accountant, or attorney dealing with tax matters on a regular basis which includes researching Federal and Hawaii tax laws, rules, legal opinions, court decisions, and other relevant authorities, analyzing facts and data, providing advice on the tax ramifications.
- B. **Required License, Certificates, etc:** Valid State of Hawaii Driver's License.

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 become 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.