

## **Office of Tax Analysis Research Assistant Position (Junior Stanley Surrey Fellowship)**

The Office of Tax Analysis (OTA) performs expert economic analysis of existing and proposed Federal tax policies for the Secretary of the Treasury, the President, the Congress, and the public. OTA advises in the formulation of Administration tax proposals, assesses major Congressional tax proposals, and assists in the implementation of enacted tax legislation. OTA's analyses are provided in various forms, including background papers, position papers, policy memoranda, briefings for policy makers, Congressional testimony, estimates of receipts for the Budget and for Treasury cash management decisions, estimates of revenue and distributional effects of proposed legislation, participation in regulatory guidance projects, and contributions to the negotiation of international tax treaties and agreements. To accomplish its mission, OTA conducts research to develop conceptual frameworks, models, data, methodologies, and empirical results to provide the foundations for its economic analysis of tax policies.

The purpose of this position is to serve in the Office of Tax Analysis as a Financial Economist, planning and performing a wide range of professional economic research and analysis. Specific duties may vary based on the skills and experience of the applicant. The incumbent researches and assembles facts and prepares economic analyses that relate to the development and review of Federal tax policy. The incumbent uses experience and initiative to identify issues and concerns requiring further study and, with supervisory approval, plans, conducts, and implements research projects in furtherance of the Office's mission. The incumbent assists with the dissemination of Office research by tracking research projects, organizing meetings, and maintaining the office web site.

The position is a two year appointment that may be extended for an additional two years. The position is full-time, full-year paid at the General Schedule grade 7, 9 or 11, depending on the education and experience of the candidate. U.S. Citizenship and at least 24 hours of credit in economics courses are required.