**Office of Tax Analysis Research Assistant Position**

**Junior Stanley Surrey Fellowship**

The Office of Tax Policy (OTP) is a Departmental Office within the Department of the Treasury. It is headed by the Assistant Secretary for Tax Policy who reports directly to the Secretary of the Treasury. OTP is composed of around 50 Ph.D. economists and 50 tax attorneys. The economists form the Office of Tax Analysis (OTA). OTA is located in the historic Treasury building, next to the White House in Washington, DC.

OTA provides 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 the Administration’s 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, 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. OTA economists regularly publish journal articles in top tier academic journals.

Surrey Fellows serve as Financial Economists in OTA, planning and performing a wide range of professional economic research and analysis. Specific duties evolve as Fellows gain experience. In general, Fellows research and assemble facts and prepare economic analyses that relate to the development and review of Federal tax policy. They work closely with Senior Economists to respond to research requested by the Administration and to assist in the research projects being undertaken by Senior Economist. In addition, they use their experience in the office and their own initiative to identify issues and concerns requiring further study and, with supervisory approval, they may plan, conduct, and implement research projects in furtherance of the Office's mission. Several of our past Fellows have presented original and joint research with Senior Economists at conferences.

Surrey Fellows serve for a two-year appointment that may be extended for an additional two years. Most Surrey Fellows use the position as a bridge between their undergraduate work and graduate pursuits. Past Fellows have gone on to pursue doctoral studies in economics and accounting, as well as graduate programs in public policy, data science, and law. The position is full-time, full-year paid at the General Schedule grade 7 or 9, depending on the education and experience of the candidate. Fellows are up for promotion to a higher grade level after a year. U.S. Citizenship and at least 24 hours of credit in economics courses are required.

The U.S. Department of Treasury believes that a diverse workforce increases productivity and enhances the Department’s ability to maneuver in an increasingly competitive market.  As part of the U.S. Department of the Treasury, the Office of Tax Analysis is committed to creating and maintaining a work environment that 1) attracts the widest pool of talent; 2) provides opportunities for all employees to maximize their potential and contribute to the agency’s mission; and 3) ensures all employees are treated with dignity and respect.