

IRS Pathways Recent Graduate Program (Internal Revenue Agent)

DEPARTMENT OF THE TREASURY

Internal Revenue Service

Human Capital Office

Open & closing dates

🕒 04/27/2020 to 05/08/2020

Pay scale & grade

GS 5 - 9

Service

Excepted

Salary

\$34,916 to \$83,897 per year

Salary will be determined at the time of selection based on the grade and duty location

Appointment type

Recent Graduates

Work schedule

Full-Time

Locations

255 vacancies in the following locations:

Anchorage, AK

Huntsville, AL

Fayetteville, AR

Little Rock, AR

Mesa, AZ

Phoenix, AZ

Tucson, AZ

Bakersfield, CA

El Monte, CA

Fresno, CA

Glendale, CA

Laguna Niguel, CA

Long Beach, CA

Los Angeles, CA

Oakland, CA

Sacramento, CA

San Bernardino, CA

San Diego, CA

San Francisco, CA

San Jose, CA

San Marcos, CA

Santa Ana, CA

Santa Barbara, CA

Santa Clarita, CA

Santa Rosa, CA

Visalia, CA

Woodland, CA

Colorado Springs, CO

Denver County, CO

Fort Collins, CO

Grand Junction, CO

Lakewood, CO

Hartford, CT

Washington, DC

Jacksonville, FL

Lakeland, FL

Maitland, FL

Miami, FL

Ocala, FL

Panama City, FL

Pensacola, FL

Plantation, FL

Saint Petersburg, FL

Tampa, FL

West Palm Beach, FL

Atlanta, GA

Atlanta, GA

Decatur, GA

Hilo, HI

Honolulu, HI

Des Moines, IA

Chicago, IL

Downers Grove, IL

Fairview Heights, IL

Orland Park, IL

Schiller Park, IL

Indianapolis, IN

Wichita, KS

Louisville, KY

Lake Charles, LA

New Orleans, LA

Shreveport, LA

Boston, MA

Stoneham, MA

Worcester, MA

Annapolis, MD

Baltimore, MD

Rockville, MD

Augusta, ME

Bangor, ME

Detroit, MI

Farmington Hills, MI

Grand Rapids, MI

Pontiac, MI

Bloomington, MN

Rochester, MN

Saint Paul, MN

Chesterfield, MO

Lees Summit, MO

Lees Summit, MO

Springfield, MO

Billings, MT

Charlotte, NC

Greensboro, NC

Raleigh, NC

Wilmington, NC

Bismarck, ND

Fargo, ND

Minot, ND

Grand Island, NE

Omaha, NE

Manchester, NH

Cherry Hill, NJ

Edison, NJ

Mays Landing, NJ

Mountainside, NJ

Parsippany, NJ

Paterson, NJ

Trenton, NJ

Albuquerque, NM

Las Vegas, NV

Reno, NV

Albany, NY

Bethpage, NY

Bronx, NY

Brooklyn, NY

Buffalo, NY

Hauppauge, NY

New Windsor, NY

New York, NY

White Plains, NY

Cincinnati, OH

Columbus, OH

Dayton, OH

Independence, OH

Lawton, OK

Eugene, OR

Portland, OR

Salem, OR

Harrisburg, PA

Horsham, PA

King of Prussia, PA

Media, PA

Monroeville, PA

Philadelphia, PA

Pittsburgh, PA

Warwick, RI

Rapid City, SD

Franklin, TN

Knoxville, TN

Memphis, TN

Nashville, TN

Abilene, TX

Amarillo, TX

Austin, TX

Beaumont, TX

Dallas, TX

Farmers Branch, TX

Fort Worth, TX

Houston, TX

Houston, TX

Lubbock, TX

Midland, TX

San Angelo, TX

San Antonio, TX

Salt Lake City, UT

Richmond, VA

Vienna, VA

Seattle, WA

Spokane, WA

Milwaukee, WI

Waukesha, WI

Casper, WY

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



Recent graduates

Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

Clarification from the agency

Open to U.S. Citizens/Nationals who have completed a degree or certificate from a qualifying education institution within the previous 2 years or are within 9 months of graduating. Veterans unable to apply within 2 years of receiving their degree, due to military service obligation, have a full 2-year eligibility period upon release or discharge from active duty. The eligibility period for veterans must be within 6 years of degree completion.

Announcement number

20STR-HCX10802530-0512-5T9

Control number

566606200

Duties

Summary

Click on "Learn more about this agency" button below to view **Eligibilities** being considered and other **IMPORTANT** information.

For additional information regarding the Pathways Program, please refer to: [Students & Recent Graduates](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/) (<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>) on USAJOBS.

Responsibilities

IRS Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Selected applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. In addition, the IRS implemented the new IRS Forward Recent Graduate Program that includes an additional year of formal development, training, networking, project teams, and may include rotational assignments.

Following the completion of program requirements, selectees may be considered for non-competitive conversion to a career/career-conditional or term appointment. All conversion requirements will be identified in the Participant Agreement. Program requirements include but are not limited to:

- Successful completion of at least 1 to 2 years of continuous service depending on the position;
- Completion of at least 40 hours of interactive training;
- Mentorship;
- Demonstration of successful job performance; and
- Meet the qualification position standards.
- Conversion to the competitive service is not implied or guaranteed.
- If selected, you will be placed in a developmental position as an Internal Revenue Agent, GS-0512, 5/7/9 with promotion potential to GS-12 in one the division(s) listed below:

Small Business Self Employed (SBSE) you will:

Assist in managing an inventory of tax cases. Examine books and records, utilizes appropriate interviewing and fact-finding techniques to ascertain the correct tax liability specializing in the areas of Income Tax Withholding, Federal Insurance Contributions Act, and Federal Unemployment Tax Act. Apply basic knowledge of Internal Revenue Code, rulings, court decisions, agencies policies, regulations, and practices to determine the correct tax liability. Conduct independent field examinations of a variety of small business taxpayers. Recognizes indicators of fraudulent activity and discusses them with management for proper development. Performs "package audits" to ensure compliance with all Federal tax laws. Prepare work papers and reports documenting findings and conclusions.

Tax Exempt and Government Entities (TEGE) you will:

Examine books and records, utilizes appropriate interviewing and fact-finding techniques with regard to employee plans, exempt organizations or government entities to ensure compliance with the laws governing tax liabilities, financial transactions, employee plans, and/or exempt status. Interact with pension trustees, corporate, exempt organization, governmental and individual taxpayers, attorneys, certified public accountants, enrolled agents and other practitioners. Apply basic knowledge of Internal Revenue Code, rulings, court decisions, agencies policies, regulations, and practices, make necessary determinations and furnish advice to taxpayers and other Service employees on technical matters involving the functions of the organization(s), the effect of any proposed action or activities, and the consequences on collateral issues affecting taxability or exempt status. Prepare work papers and reports documenting findings and conclusions. Independently manage an inventory of cases.

Large Business and International (LB&I) you will: Assist in managing an inventory of tax cases. Examine books and records, utilizes appropriate interviewing and fact-finding techniques to ascertain the correct tax liability specializing in the areas of corporate consolidated tax law, pass through entities, and related matters. Apply basic knowledge of Internal Revenue Code, rulings, court decisions, agencies policies, regulations, court case analyses, and practices to determine the correct tax liability. Conduct independent field examinations of a variety of large business taxpayers. Recognizes indicators of fraudulent activity and discusses them with management for proper development. Performs reviews to ensure compliance with all Federal tax laws. Prepare work papers and reports documenting findings and conclusions.

A description of the business unit can be found at: <https://www.jobs.irs.gov/about/who/business-divisions>
(<https://www.jobs.irs.gov/about/who/business-divisions>)

The following are the duties of this position at the full working level. You will have the opportunity to learn to perform these duties and will receive training to help you grow in this position.

- Conduct independent examinations and related investigations of complex income tax returns filed by individuals or business/organizational entities
- Utilize standard accounting methods and techniques during the course of examinations in order to develop information regarding the income and financial operations of taxpayers
- Examine accounting systems and records including computerized accounting and financial information systems which reflect a variety of complex financial operations

Travel Required

Occasional travel - You may be expected to travel for this position.

Supervisory status

No

Promotion Potential

12

Job family (Series)**[0512 Internal Revenue Agent](https://www.usajobs.gov/Search/?i=0512)**

(<https://www.usajobs.gov/Search/?i=0512>)

Requirements

Conditions Of Employment

- You will be required to provide proof of U.S. citizenship.
- Undergo an income tax verification and review of prior performance/conduct.
- All selectees must sign a Pathways Participant Agreement.
- Subject to a 1-year trial period (unless already completed).
- Must successfully complete a background investigation, including a FBI criminal history record check (fingerprint check).
- Complete a [Declaration for Federal Employment](https://www.opm.gov/forms/pdf_fill/of0306.pdf) (https://www.opm.gov/forms/pdf_fill/of0306.pdf) to determine your suitability for Federal employment, at the time requested by the agency.
- If you are a male applicant born after December 31, 1959, certify that you have registered with the [Selective Service System](https://www.sss.gov/) (<https://www.sss.gov/>) or are exempt from having to do so.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the [Form I-9](https://www.uscis.gov/sites/default/files/files/form/i-9.pdf) (<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>). Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.
- Tour of Duty: Monday-Friday, at a to be determined Day Time Shift
- The employment of any candidate, including a current employee or a new hire, selected for this position may be conditional upon classification and/or audit of federal tax returns. This audit may include up to 2 years of returns.
- Obtain and use a Government-issued charge card for business-related travel.
- Undergo an income tax verification and review of prior performance/conduct.

Qualifications

In order to qualify, you must first meet Pathways Recent Graduate Program eligibility:

You must have, within the previous 2 years, completed all educational requirements for a qualifying associate, bachelor, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying institution; or intended graduation is no more than 9 months from date of application;

-OR-

Veterans (as defined in 5 U.S.C. 2108) who, due to a military service obligation, were precluded from applying to a Recent Graduates Program during any portion of the 2-year eligibility period may have their eligibility period extended so that they receive the full 2 years of eligibility. The remaining 2-year eligibility period will begin upon his or her release or discharge from active duty. The veteran's eligibility period may not extend beyond 6 years from the date of completion of all requirements of an academic course of study.

Secondly, you must meet any basic requirements of the position and the experience requirements described in the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions. The Professional and Scientific qualification standard covers positions in the General Schedule that involve the performance of two-grade interval professional and scientific work.

BASIC REQUIREMENT OR INDIVIDUAL OCCUPATIONAL REQUIREMENT:

A degree in accounting, that included at least 30 semester hours in accounting or 24 semester hours in accounting and an additional 6 semester hours in related subjects such as business law, economics, statistical/quantitative methods, computerized accounting or financial systems, financial management, or finance. Or an equivalent to 4 years that included courses equivalent to a major in accounting, i.e., at least 30 semester hours in accounting or 24 semester hours in accounting and 6 semester hours in related subjects as described in A above, in combination with appropriate experience or additional education.

A certificate as a Certified Public Accountant (CPA) obtained through written examination in a State, territory, or the District of Columbia meets the requirements for GS-5.

In addition to meeting the basic requirement above, to qualify for this position you must also meet the qualification requirements listed below:

SPECIALIZED EXPERIENCE: Applicants must have at least one (1) year of specialized experience at the next lower grade in either a GS-05 or 07, or equivalent in other pay systems. Examples of specialized experience includes 1) Knowledge of and skill in applying the principles, concepts, and methodology of professional accounting and related fields, and 2) skill in communicating and dealing effectively with others.

OR

EDUCATION: At least one year of Graduate/ Post-Secondary Education that may have been in accounting, or with completion of the basic requirements described above, may have been in a related field such as business, finance, law, economics, management, statistical/quantitative methods, or computer science.

OR

COMBINATION OF EXPERIENCE AND EDUCATION

Federal experience is not required. The experience may have been gained in the public sector, private sector or [Volunteer Service](#).

<https://home.treasury.gov/about/careers-at-treasury/how-to-apply/resume-tips>

One year of experience refers to full-time work; part-timework is considered on a prorated basis.- To ensure full credit for your work experience, please indicate dates of employment by month/year, and indicate number of hours worked per week, on your resume.

For more information on qualifications please refer to [OPM's Qualifications Standards](#)
<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

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Education

This position has an education requirement. You **MUST** submit dated documentation showing completion or intended completion (if graduation is no more than 9 months from the date of application) of all educational requirements (e.g. letter from the registrar, unofficial transcripts). An official transcript will be required if you are selected. Education must be accredited by an accrediting institution recognized by the [U.S. Department of Education](#).
<http://www2.ed.gov/admins/finaid/accred/index.html>

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in conventional U.S. education program. It is your responsibility to provide such evidence when applying. Click [here](#)
<http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp#e4a>
for Foreign Education Credentialing instructions.

CERTIFICATE: If you are qualifying based on a certificate program, please refer to [Treasury's Pathways Program](#)
<https://home.treasury.gov/about/careers-at-treasury/pathways-programs>
for more information on qualifying certificate programs. A Certificate program is a post-secondary educational program, in a qualifying educational institution, equivalent to at least one full- time academic year of study, that is part of an accredited college-level, technical, trade, vocational or business school curriculum.

For more information on education requirements go to [Treasury's Pathways Program](#).
<https://home.treasury.gov/about/careers-at-treasury/pathways-programs>

Additional information

Salary: The salary range indicated in this announcement reflects the minimum locality pay up to maximum locality pay for all duty locations listed. The range will be adjusted for selected duty location. General Schedule locality pay tables may be found under [Salaries & Wages](#)
<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

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We may select from this announcement or any other source to fill one or more vacancies.
This is a bargaining unit position.
We offer opportunities for flexible work schedules.

Though many locations may be listed, you will be limited to a maximum of 5 location choices. Please consider each location carefully when applying. If you are selected for a position at one of your location selections, that location will become your official post of duty.

Pathways in an Excepted Service Appointment, Schedule D, 5 CFR Part 362. Selected applicants who occupy positions in the Competitive Service must acknowledge the outcome of voluntarily leaving the Competitive Service prior to accepting an Excepted Service Appointment in a Pathways Program. See 5 CFR 302.102(b)(2).

How You Will Be Evaluated

You will be evaluated based on how well you meet the qualifications listed in this vacancy announcement. Your qualifications will be determined based on your application materials (e.g., resume, supporting documents), the responses you provide on the application questionnaire, and the result of the online assessments required for this position. Please be sure that your resume includes detailed information to support your qualifications for this position; failure to provide sufficient evidence in your resume may result in a "not qualified" determination.

In addition to the application and application questionnaire, this position requires an online assessment. The online assessment measures critical general competencies required to perform the job. In order to be considered for this position, you must complete all required steps in the process and meet all qualifications,

RATING: You will be assessed on the following competencies (knowledge, skills, abilities, and other characteristics):

- Accounting
- Auditing
- Customer Service
- Decision Making
- Flexibility
- Interpersonal Skills
- Oral Communication
- Planning and Evaluating
- Self-Management
- Technology Application
- Writing

A category-like rating (Quality Group) will be used to rank and select eligible candidates. If qualified, you will be assigned to one of three quality level categories, Superior/Best Qualified, Highly Qualified, and Qualified depending on your responses to the online questions, regarding your experience, education, and training related to this position. Your rating may be lowered if your responses to the online questions are not supported by the education and/or experience described in your application.

Referral: If you are among the top qualified candidates, your application may be referred to a selecting official for consideration. Candidates, if required to participate in a selection interview (telephonic and/or in person at the discretion of the Selecting Official in accordance with hiring practices), will be interviewed in quality group order. We will not reimburse costs related to the interview such as travel to and from the interview site.

Veterans' preference is applied after applicants are assessed. Preference-eligibles will be listed at the top of their assigned quality group and considered before non-preference-eligibles in that quality group. Qualified preference-eligibles with a compensable service-connected disability of **10% or more** will be listed at the top of the highest

quality group for this position. **For scientific and professional positions in grade GS-09 or higher**, names of all qualified applicants are listed in order of their ratings, augmented by veteran preference, if any.

Background checks and security clearance

Security clearance

[Other](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Drug test required

No

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Trust determination process

[Suitability/Fitness](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Required Documents

The following documents are required and must be provided with your application for this Public Notice:

1. **Resume** - For qualification determinations your resume (uploaded or created in USAJOBS) must contain hours worked per week and dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as insufficient and you will not receive consideration for this position. If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade, i.e. GS-0301-09. Do **NOT** include photographs (or links to social media such as *LinkedIn*), inappropriate material, inappropriate content, nor personal information such as age, gender, religion, social security number, etc., on your resume. ([Cover letters](#) <http://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Cover%20Letter%20Tips.pdf> are optional.) Please view [Resume Tips](#). [http://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Resume%20Tips\(2\).pdf](http://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Resume%20Tips(2).pdf)
2. **Online Application** - Questionnaire
3. **Proof of Enrollment or Education** - You must submit dated documentation showing completion or intended completion (not to exceed 9 months from the date of application) of all educational requirements (e.g. letter from the registrar, unofficial transcripts) by the closing date of the announcement. An official transcript will be required if you are selected. A college or university degree generally must be from an accredited (or pre-accredited) college or university recognized by the U.S. Department of Education. For a list of schools which meet these criteria, please refer to [Department of Education Accreditation](#). <http://ope.ed.gov/accreditation/search.aspx>
If you are qualifying based on foreign education, you must submit proof of creditability of education as evaluated by a credentialing agency. Click [here](#) <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp#e4a> for Foreign Education Credentialing instructions. If you are qualifying based on a certificate program, please refer to the [Treasury's Pathways Program](#) <https://home.treasury.gov/about/careers-at-treasury/pathways-programs> for more information on qualifying certificate programs.
4. **Registration/License** - active, current registration/license **IF APPLICABLE** for this position
5. **Veterans' Preference** - If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an [Application for 10-point Veteran Preference, SF-15](#) http://www.opm.gov/forms/pdf_fill/SF15.pdf, along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view [FedsHireVets](#). <http://www.fedshirevets.gov/job/vetpref/index.aspx>

6. Submission of any required documents. Please note that if you do not provide all required information, as specified in this announcement, you will not be considered for this position (or may not receive the special consideration for which you may be eligible).

Reasonable Accommodation (RA) Requests (USA Hire Competency Based Assessments): If you believe you have a disability (i.e., physical or mental), covered by the Rehabilitation Act of 1973 as amended and Americans with Disabilities Act 1990 as amended, that would interfere with completing the USA Hire Competency Based Assessments, you will be granted the opportunity to request a reasonable accommodation in your online application. Requests for Reasonable Accommodations for the USA Hire Competency Based Assessments and appropriate supporting documentation for Reasonable Accommodation must be received prior to starting the USA Hire Competency Based Assessments. Decisions on requests for Reasonable Accommodations are made on a case-by-case basis. If you meet the minimum qualifications of the position, after notification of the adjudication of your request, you will receive an email invitation to complete the USA Hire Competency Based Assessments. You must complete all assessments within **48 hours** of receiving the URL to access the USA Hire Competency Based Assessments, if you received the link after the close of the announcement. To determine if you need a Reasonable Accommodation, please review the Procedures for Requesting a Reasonable Accommodation for Online Assessments here: [https://help.usastaffing.gov/Apply/index.php?title=Reasonable Accommodations for USA Hire](https://help.usastaffing.gov/Apply/index.php?title=Reasonable+Accommodations+for+USA+Hire) ([https://help.usastaffing.gov/Apply/index.php?title=Reasonable Accommodations for USA Hire](https://help.usastaffing.gov/Apply/index.php?title=Reasonable+Accommodations+for+USA+Hire))

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.jobs.irs.gov/resources/benefits>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date and/or cut-off dates in this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m. ET, Monday - Friday).

To preview the Application Questionnaire, please click the following link:

<https://apply.usastaffing.gov/ViewQuestionnaire/10802530>
(<https://apply.usastaffing.gov/ViewQuestionnaire/10802530>)

- **To begin the application process**, click the "Apply Online" button.
- You will be re-directed to Treasury's hiring system to complete your application process; answer the online questions, and submit all required documents. (To submit supporting documents, click one of the available options; Upload; Fax; or Reuse existing documents. To protect your privacy, we suggest you first remove your SSN).
- **To complete**, you must click the "Submit Application" button prior to 11:59 PM (ET) on 05/08/2020.
- After submitting an online application, you will be notified whether or not you are required to complete additional online assessments through the USA Hire Competency Based Assessment system and will be provided any

necessary instructions at that time. This message will be delivered to you via email notification. The email may be routed to your "Spam" or "Junk" folder.

- If you are asked to take the USA Hire Competency Based Assessments, you will be presented with a unique URL to access the USA Hire system. Access to USA Hire is granted through your USAJOBS login credentials. Be sure to review all instructions prior to beginning your USA Hire Assessments. Click [here](https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_System_Requirements) (https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_System_Requirements) for Computer System Requirements.
- Note, set aside at least 3 hours to take these assessments; however, most applicants complete the assessments in less time. If you need to stop the assessments and continue at a later time, you can re-use the URL sent to you via email and also found on the Additional Application Information page that can be located in the application record in your USAJOBS account.

To update your application, including supporting documentation, at any time during the announcement open period, return to your USAJOBS account (<https://my.usajobs.gov/Account/Login> (<file:///C:/Users/tnxsb/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/5096ADNT/my.usajobs.gov/Account/Login>)). There you will find a record of your application, the application status, and an option to Update Application. This option will no longer be available once the announcement has closed.

To verify the status of your application both during and after the announcement open period, log into your USAJOBS account: <https://my.usajobs.gov/Account/Login> (<https://my.usajobs.gov/Account/Login>).

All of your applications will appear on the **Welcome** page. The application record in your USAJOBS account provides an **Additional Application Information** page that provides information regarding the documentation you submitted and any correspondence we have sent related to this application. The **Application Status** will appear along with the date your application was last updated. For information on what each **Application Status** means, visit: <https://www.usajobs.gov/Help/how-to/application/status/> (<https://www.usajobs.gov/Help/how-to/application/status/>).

When you receive a notification from your USAJOBS account it may indicate that your application is complete after you submit the initial online questionnaire and documentation, however, your application will **NOT** be complete until you have successfully completed the next step described below.

If you meet the minimum qualifications of this position, you may be presented with instructions on how to access the USA Hire Competency Based Assessments system. These additional online assessments must be completed within 48 hours following the close of this announcement unless you have requested Reasonable Accommodation for the USA Hire Competency Based Assessments. Your results will be kept on record for one year when applying for future jobs that require the same USA Hire Competency Based Assessments.

Your results will be kept on record for use when applying for future jobs that require the USA Hire Competency Based Assessments. You will not be allowed to re-take them for one year. Before attempting to take the USA Hire Competency Based Assessments, you should visit <https://usahire.opm.gov/assess/default/sample/Sample.action> (<https://usahire.opm.gov/assess/default/sample/Sample.action>)

to determine if the computer you are using is likely to experience any issues during testing. If you have questions about the computer requirements or require technical assistance please contact helpdesk@usahire.opm.gov. If you accidentally deleted the invitation to the USA Hire Competency Based Assessments or otherwise need the information re-sent (e.g., you feel you have not received it due to a SPAM filter), you should contact

helpdesk@usahire.opm.gov

to request the invitation to be re-sent. Requests to re-send invitations to the USA Hire Competency Based Assessments must be received by

helpdesk@usahire.opm.gov

BEFORE the close of the Job Opportunity Announcement.

Agency contact information



Email

hco.irs.forward@irs.gov
(<mailto:hco.irs.forward@irs.gov>)

Address

HCO - Human Capital Office
1111 Constitution Ave NW
Washington, DC 20224
US

[Learn more about this agency](#)
([#agency-modal-trigger](#))

WHY IS THE IRS A GREAT PLACE TO WORK? As an IRS employee, you will feel proud knowing you helped make America stronger while working at one of the world's biggest financial institutions. You will be part of an organization that collects over \$2 trillion in revenue and processes over 200 million tax returns annually. We are proud of how we apply the tax law with integrity and fairness to all. The IRS hires talented and dedicated individuals from many backgrounds, including accounting, business, finance, law enforcement and information technology. You will be challenged & supported on a daily basis. Whether you are just starting out or looking for a new opportunity, consider an IRS career.

Next steps

Treasury believes in a working environment that supports inclusion; please view our reasonable accommodation policies and procedures at <https://www.jobs.irs.gov/midcareer/reasonable-accommodation.html> (<https://www.jobs.irs.gov/midcareer/reasonable-accommodation.html>)

. We will provide reasonable accommodation to applicants with disabilities on a case-by-case basis; please contact us if you require this for any part of the application and hiring process.

Once your application package and online questionnaire is received you will receive an acknowledgement email. If you do not provide an email address, you are responsible for checking status updates and notifications in USAJOBS. Hard copy notifications will not be sent to you. You may check the status of your application for this position at any time by logging onto the USAJOBS "My Account" tab and clicking on "Application Status." For a more detailed update of your application status, you may click on "more information." Please notify us if your contact information changes after the closing date of the announcement. If your email mailbox is full or blocked (SPAM) you may not receive important communication that could affect your consideration for this position.

Based on your application and your responses to the application questionnaire, you may be presented with instructions on how to access the USA Hire system to complete the online assessments. The online assessments must be completed within 48 hours following the close of this announcement. You will have the opportunity to request a testing accommodation for the assessment should you have a disability covered under the Americans with Disabilities Act (ADA). (Please refer to Appendix B for the complete recommended USA Hire verbiage, https://help.usastaffing.gov/USASUpResCtr/images/0/03/USA_Hire_User_Guide_v17_03.23.20_Final.pdf (https://help.usastaffing.gov/USASUpResCtr/images/0/03/USA_Hire_User_Guide_v17_03.23.20_Final.pdf))

Your assessment results will be kept on record for one year and used toward future positions for which you might apply that require the same assessments.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability,

genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)
(https://www.eeoc.gov/federal/fed_employees/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)