

TAX SPECIALIST

DEPARTMENT OF THE TREASURY

Internal Revenue Service

Open & closing dates

🕒 06/01/2020 to 06/11/2020

Pay scale & grade

GS 05 - 09

Appointment type

Permanent

Service

Competitive

Salary

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

Work schedule

Full-Time

Locations

200 vacancies in the following locations:

Anchorage, AK

2 vacancies

Glendale, AZ

2 vacancies

Mesa, AZ

2 vacancies

Phoenix, AZ

2 vacancies

Tucson, AZ

2 vacancies

Bakersfield, CA

2 vacancies

Camarillo, CA

2 vacancies

El Monte, CA

2 vacancies

Fresno, CA

2 vacancies

Glendale, CA

2 vacancies

Laguna Niguel, CA

2 vacancies

Long Beach, CA

2 vacancies

Los Angeles, CA

3 vacancies

Palm Springs, CA

2 vacancies

San Bernardino, CA

3 vacancies

San Diego, CA

2 vacancies

San Francisco, CA

2 vacancies

San Jose, CA

2 vacancies

San Marcos, CA

2 vacancies

San Mateo, CA

2 vacancies

San Rafael, CA

2 vacancies

Santa Ana, CA

2 vacancies

Santa Clarita, CA

2 vacancies

Santa Maria, CA

2 vacancies

Santa Rosa, CA

2 vacancies

Stockton, CA

2 vacancies

Visalia, CA

2 vacancies

Grand Junction, CO

2 vacancies

Hartford, CT

2 vacancies

New Haven, CT

2 vacancies

Daytona Beach, FL

2 vacancies

Fort Myers, FL

2 vacancies

Jacksonville, FL

2 vacancies

Maitland, FL

2 vacancies

Plantation, FL

4 vacancies

Sarasota, FL

2 vacancies

Decatur, GA

4 vacancies

Honolulu, HI

2 vacancies

Wailuku, HI

2 vacancies

Davenport, IA

2 vacancies

Des Moines, IA

4 vacancies

Chicago, IL

2 vacancies

Matteson, IL

2 vacancies

Orland Park, IL

2 vacancies

Schiller Park, IL

2 vacancies

Overland Park, KS

2 vacancies

Wichita, KS

2 vacancies

Boston, MA

2 vacancies

Brockton, MA

2 vacancies

Stoneham, MA

4 vacancies

Baltimore, MD

2 vacancies

Augusta, ME

2 vacancies

South Portland, ME

2 vacancies

Detroit, MI

2 vacancies

East Lansing, MI

2 vacancies

Grand Rapids, MI

2 vacancies

Pontiac, MI

2 vacancies

Saint Paul, MN

2 vacancies

Chesterfield, MO

4 vacancies

Springfield, MO

2 vacancies

Omaha, NE

2 vacancies

Cherry Hill, NJ

2 vacancies

Freehold, NJ

2 vacancies

Newark, NJ

2 vacancies

Parsippany, NJ

2 vacancies

Albuquerque, NM

2 vacancies

Las Vegas, NV

2 vacancies

Albany, NY

2 vacancies

Buffalo, NY

2 vacancies

Hauppauge, NY

2 vacancies

New York, NY

2 vacancies

Rochester, NY

2 vacancies

Syracuse, NY

2 vacancies

Independence, OH

2 vacancies

Oklahoma City, OK

2 vacancies

Portland, OR

2 vacancies

Monroeville, PA

2 vacancies

Washington, PA

2 vacancies

Providence, RI

2 vacancies

Memphis, TN

2 vacancies

Fort Worth, TX

2 vacancies

Houston, TX

8 vacancies

San Antonio, TX

2 vacancies

Salt Lake City, UT

2 vacancies

Norfolk, VA

2 vacancies

Vienna, VA

2 vacancies

Burlington, VT

2 vacancies

Seattle, WA

2 vacancies

Tacoma, WA

2 vacancies

Milwaukee, WI

2 vacancies

Huntington, WV

2 vacancies

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to

**The public**

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

U.S. Citizens or Nationals

Announcement number

20PHI-SBX0445-0526-5T9

Control number

569715600

Duties

Summary

The U.S. Department of the Treasury has a distinguished history dating back to the founding of our nation. As the steward of U.S. economic and financial systems, Treasury is a major and influential leader in today's global economy. We have over 100,000 employees across the country and around the world. Come Join the Department of the Treasury and Invest in Tomorrow.

See Other Information for Locations

Responsibilities

WHAT IS THE SMALL BUSINESS/SELF-EMPLOYED DIVISION? The Small Business/Self-Employed (SB/SE) Division provides examinations and taxpayer education services for about 7 million small businesses and upwards of 33 million self-employed and supplemental income taxpayers.

WHAT DOES A TAX SPECIALIST DO? IRS Tax Specialists interact with customers of various IRS Divisions to resolve both general and technical issues. They conduct investigations of individual and business taxpayers to determine Federal tax liability. They also provide tax law and tax-related accounting assistance for internal and external customers.

As a Tax Specialist you will:

- Plan and conduct examinations and related investigations of a variety of individual and/or business taxpayers.
- Review examinations and related investigations of a variety of individual and business taxpayers involving complex tax issues and accounting records.
- Advise taxpayers of their rights as defined in the examination and appeal guidelines, the actual examination procedures, and an explanation of current tax and reporting responsibilities and the importance and benefit of meeting future responsibilities.
- Research taxpayer accounts and determine whether penalty and interest determinations are in compliance with statutory provisions, procedural and policy requirements.
- Train and provide guidance to taxpayers, practitioners, and volunteers on technical tax law and accounting policies, practices, and principles as it relates to pertinent tax law modifications through seminars, speeches, or workshops.

If you are selected at a lower grade level, you will have the opportunity to learn to perform all these duties, and will receive training to help you grow in this position.

WHERE CAN I FIND OUT MORE ABOUT OTHER IRS CAREERS? If you want to find out more about IRS careers, visit us on the web at www.jobs.irs.gov (<https://www.jobs.irs.gov>)

Travel Required

25% or less - 1 to 5 nights per month

Supervisory status

No

Promotion Potential

09

Job family (Series)**[0526 Tax Specialist](#)**<https://www.usajobs.gov//Search/?j=0526>

Requirements

Conditions Of Employment

- Click "Print Preview" to review the entire announcement before applying.
- Must be a U.S. Citizen or National
- Refer to Other Information

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Qualifications

You must meet the following requirements by the closing date of this announcement:

GS-05-LEVEL: You must have 3 years of general experience of which 1 year is at a level of difficulty and responsibility equivalent to the GS-04 grade level in the Federal service. General experience for this position includes experience that provided a general knowledge of business practices. Such experience may have been gained in government, business or industry, investigative work, banking, law, accounting, or other work appropriate to the position to be filled. **OR**

You may substitute education for general experience as follows: 4-year course of study leading to a bachelor's degree **OR**

Certificate as a Certified Public Accountant (CPA) obtained through written examination in a State, territory or the District of Columbia **OR**

You may qualify by a combination of experience and education. Options for qualifying based on a combination will be identified in the online questions.

GS-7-LEVEL: You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the **GS-05** grade level in the Federal service. Specialized for this position includes: a substantive knowledge of business practices, basic accounting principles, and Federal tax laws and regulations; and that required the ability to audit tax records, analyze systems and bookkeeping, use factfinding techniques, and develop interpersonal skills. **OR**

You may substitute education for specialized experience as follows: Superior Academic Achievement - A Bachelor's degree, with one of the following: A GPA of 3.0 or higher on a 4.0 scale for all completed undergraduate courses or those completed in the last 2 years of study, or a GPA of 3.5 or higher on a 4.0 scale for all courses in the major field of study or those courses in the major completed in the last 2 years of study, or rank in the upper one third of the class in the college, university, or major subdivision, or membership in a national honor society recognized by the Association of College Honor Societies. Note: Grade point averages should be rounded to one decimal point. For example, 2.95 is rounded to 3.0, and 2.94 is rounded to 2.9. If more than 10 percent of your undergraduate course work (credit hours) was taken on a pass/fail or similar basis, your claim must be based on class standing or membership in an Honor Society. **OR**

1 full year of graduate level education in a field of study such as: accounting, auditing, taxation, business administration, law, or other related fields. **OR**

You may qualify by a combination of experience and education. Options for qualifying based on a combination will be identified in the online questions.

GS-9 LEVEL: You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal service. Specialized experience for this position includes: Office auditing of various types of tax returns to determine tax liability of individual tax payers, businesses, or corporations; Applying pertinent parts of the Internal Revenue Code and related regulations and procedures to: (1) conduct comprehensive analytical

examinations, (2) use creative in-office factfinding techniques, and (3) develop effective public contact skills; Determination and redetermination, or audit, on liability for Federal taxes; Program evaluation, internal audit or administrative management of the assessment and collection of Federal taxes (other than alcohol and tobacco); Investigating alleged criminal violations of Federal tax statutes and making recommendations for criminal prosecution and assertion of civil penalties; Collecting delinquent Federal taxes (other than alcohol and tobacco), including canvassing for unreported taxes due, and securing delinquent returns. **OR**

You may substitute education for specialized experience as follows: Master's or equivalent graduate degree in a field of study in an accredited college or university in accounting, auditing, taxation, business administration, law, or other related fields. **OR**

2 full years of progressively higher level graduate education leading to such a degree in accounting, auditing, taxation, business administration, law, or other related fields. **OR**

LL.B. or J.D., if related to accounting, auditing, taxation, business administration, law, or other related fields. **OR**

You may qualify by a combination of experience and education. Options for qualifying based on a combination will be identified in the online questions.

Grades 5 thru 9: You may qualify by a combination of experience and education. Options for qualifying based on a combination will be identified in the online questions.

- 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.

Education

Locations continued

North Atlantic Area-(2) positions in Parsippany, NJ (NJ4531), (2) positions in Freehold, NJ (NJ4611), (4) positions in Stoneham, MA (MA5632), (2) positions in Hartford, CT (CT0013), (2) positions in New Haven, CT (CT0061), (2) positions in Boston, MA (MA0131), (2) positions in Brockton, MA (MA5955), (2) positions in Augusta, ME (ME0068), (2) positions in South Portland, ME (ME4168), (2) positions in Cherry Hill, NJ (NJ5114), (2) positions in Newark, NJ (NJ002), (2) positions in Albany, NY (NY0300), (2) positions in New York, NY (NY0350), (2) positions in Hauppauge, NY (NY7117), (2) positions in Buffalo, NY (NY7340), (2) positions in Syracuse, NY (NY7357), (2) positions in Rochester, NY (NY7064), (2) positions in Providence, RI (RI7097), (2) positions in Burlington, VT (VT8139)

Southwest Area-(2) positions in San Diego, CA (CA0316), (2) positions in El Monte, CA (CAD002), (3) positions in Los Angeles, CA (CA7816), (3) positions in San Bernardino, CA (CAD001), (2) positions in Tucson, AZ (AZ0058), (2) positions in Mesa, AZ (AZ6886), (2) positions in Phoenix, AZ (AZ7748), (2) positions in Glendale, AZ (AZ7887), (2) positions in Los Angeles, CA (CA0150), (2) positions in Long Beach, CA (CA0273), (2) positions in Laguna Niguel, CA (CA0521), (2) positions in Glendale, CA (CA6218), (2) positions in San Marcos, CA (CA6921), (2) positions are in Santa Clarita, CA (CA7159), (2) positions in Santa Ana, CA (CA7395), (2) positions in Santa Maria, CA (CA7585), (2) positions in Fresno, CA (CA7898), (2) positions in Bakersfield, CA (CA7102), (2) positions in Palm Springs, CA (CA7903), (2) positions in Visalia, CA (CA8271), (2) positions in Camarillo, CA (CAD003), (2) positions in Wailuku, HI (HI6575), (2) positions in Honolulu, HI (HI8171), (2) positions in Albuquerque, NM (NM1502)

Western Area-(2) positions in Santa Rosa, CA (CA0221), (2) positions in San Rafael, CA (CA8211), (2) positions in San Mateo, CA (CA8280), (2) positions in Grand Junction, CO (CO0018), (2) positions in Portland, OR (OR0043), (2) positions in Seattle, WA (WA0101), (2) positions in Anchorage, AK (AK3237), (2) positions in San Francisco, CA (CA0154), (2) positions in San Jose, CA (CA6116), (2) positions in Stockton, CA (CA7588), (2) positions in Las Vegas, NV (NV7516), (2) positions in Salt Lake City, UT (UT1522), (2) positions in Tacoma, WA (WA7438)

Additional information

202 Positions are located in SB/SE, Exam Operations, Field Examination, and the locations are as follows:

Central Area-(2) positions in Monroeville, PA (PA0745), (2) positions in Washington, PA (PA7017), (2) positions in Memphis, TN (TN2070), (2) posted in Norfolk, VA (VA1608), (2) posted in Vienna, VA (VA0008), (2) positions in Baltimore, MD (MD0055), (2) positions in Independence, OH (OH2320), (2) positions in Huntington, WV (WV0016)

Gulf States-(2) positions in San Antonio, TX (TX2559), (8) positions in Houston, TX (TX0298), (2) positions in Oklahoma City, OK (OK1356), (2) positions in Fort Worth, TX (TX0224)

South Atlantic Area-(4) positions in Plantation, FL (FL2347), (4) positions in Decatur, GA (GA2493), (2) positions in Jacksonville, FL (FL0067), (2) positions in Maitland, FL (FL2257), (2) positions in Sarasota, FL (FL3100), (2) positions in Daytona Beach, FL (FL3205), (2) positions in Ft. Myers, FL (FL3285)

Midwest Area-(2) positions in Detroit, MI (MI3044), (2) positions in Milwaukee, WI (WI1720), (4) positions in Des Moines, IA (IA0112), (4) positions in Chesterfield, MO (MO1833), (2) positions in Davenport, IA (IA1465), (2) positions in Chicago, IL (IL0236), (2) positions in Orland Park, IL (IL2549), (2) positions in Schiller Park, IL (IL2558), (2) positions in Matteson, IL (IL2563), (2) positions in Overland Park, KS (KS1603), (2) positions in Wichita, KS (KS1615), (2) positions in East Lansing, MI (MI2101), (2) positions in Pontiac, MI (MI2181), (2) positions in Grand Rapids, MI (MI2210), (2) positions in St. Paul, MN (MN1600), (2) positions in Springfield, MO (MO1993), (2) positions in 1616 Capitol Ave., Omaha, NE (NE0051)

ADDITIONAL LOCATIONS ARE UNDER EDUCATION REQUIREMENTS

The anticipated start date is: TO BE DETERMINED

-A 1-year probationary period is required.

-Must successfully complete a background investigation including an FBI criminal history record check (fingerprint check).

-Complete a Declaration for Federal Employment 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 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. Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.

-Tour of Duty: Monday - Friday 8:00 a.m. - 4:30 p.m.

-Must meet IRS telework eligibility requirements

-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.

How You Will Be Evaluated

Your application includes your resume, responses to the online questions, and required supporting documents. 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.

Rating: You will be evaluated in the following areas: **Mathematical Reasoning, Self-Management, Technology Application, Conflict Management, Principles of Accounting, Decision Making, Integrity/Honesty, Influencing/Negotiating, Interpersonal Skills, Oral Communications, Planning and Evaluating, Problem Solving, and Stress Tolerance.** Category rating will be used to rank and select eligible candidates.

If you are determined tentatively qualified based on your responses to the online questions, you may receive an email directing you to the on-line assessment (Self Assessment/Job Simulation Assessment) including directions for accessing the assessment and a unique link to register for your testing session. If you pass the online assessments you will be tentatively assigned to one of two quality level categories, (i.e., A/B = Superior or C = Qualified) 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.

If you fail the online assessments, you are not qualified for the position.

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

Referral: If you are among the top qualified candidates, your application may be referred to a selecting official for consideration. You may be required to participate in a selection interview. We will not reimburse costs related to the interview such as travel to and from the interview site.

If you are a displaced or surplus Federal employee (eligible for the [Career Transition Assistance Plan \(CTAP\)/Interagency Career Transition Assistance Plan \(ICTAP\)](https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency) (<https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency>), you must receive a score of category A/B to be rated as "well qualified" to receive special selection priority.

Assessment scores are valid for an indefinite period of time. You may only take the on-line Assessment once within a 12-month period. If you choose to retake the assessments after the retake restriction, your most current score will be used.

To preview questions please [click here](https://careerconnector.jobs.treas.gov/cc/irs/vacancy/previewVacancyQuestions.hms?orgId=2&jnum=199334)

(<https://careerconnector.jobs.treas.gov/cc/irs/vacancy/previewVacancyQuestions.hms?orgId=2&jnum=199334>)

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Background checks and security clearance

Security clearance

[Not Required](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test required

No

Required Documents

A complete application includes 1. A resume, 2. Vacancy question responses, and 3. 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).

All applicants are required to submit a resume either by creating one in USAJOBS or uploading one of their own choosing. ([Cover letters](https://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Cover%20Letter%20Tips.pdf)

(<https://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Cover%20Letter%20Tips.pdf>)

are optional). To receive full credit for relevant experience, please list the month/year and number of hours worked for experience listed on your resume. We suggest that you preview the online questions, as you may need to customize your resume to ensure that it supports your responses to these questions. Please view [Resume Tips](https://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Resume%20Tips(2).pdf)

([https://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Resume%20Tips\(2\).pdf](https://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Resume%20Tips(2).pdf))

VETERANS' PREFERENCE DOCUMENTATION 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](https://www.opm.gov/forms/pdf_fill/SF15.pdf)

(https://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](https://www.fedshirevets.gov/job/vetpref/index.aspx)

(<https://www.fedshirevets.gov/job/vetpref/index.aspx>)

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Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP)

DOCUMENTATION If you are a displaced or surplus Federal employee, click [CTAP/ICTAP](https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency)

(<https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency>)

for eligibility and a detailed list of required documents. IRS CTAP eligibles can apply for jobs both within and outside the commuting area.

EDUCATION DOCUMENTATION: For positions with an education requirement, or if you are qualifying for this position by substituting education or training for experience, submit a copy of your transcripts or equivalent. 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 page](https://ope.ed.gov/accreditation/search.aspx) (<https://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. Refer to the [OPM instructions](https://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp#e4a) (<https://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp#e4a>).

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

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/>)

Our comprehensive benefits are very generous. Our benefits package includes:

- Challenging work, opportunities for advancement, competitive salaries, bonuses and incentive awards.
- Ten paid holidays, 13 days of sick leave, and 13 to 26 days of vacation time each year.
- Access to insurance programs that may be continued after you retire.
- A wide choice of health insurance plans, coverage for pre-existing conditions, and no waiting periods. We pay a substantial amount (up to 75%) of the health insurance premiums.
- A retirement program which includes employer-matching contributions.
- Learn more about Federal benefits programs at: [Pay and benefits](https://www.usajobs.gov/Help/working-in-government/) (<https://www.usajobs.gov/Help/working-in-government/>)

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 of this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m. ET, Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

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 sbse2extapp@irs.gov (<mailto:sbse2extapp@irs.gov>) if you require this for any part of the application and hiring process.

If you are an applicant with a disability, you may contact the IRS Disability Employment Program Coordinator, at about special appointment authorities for persons with disabilities, in addition to applying for this job announcement.

- **To begin**, either click the "Create a New Account" button and follow the prompts to register or if you previously registered, click the "Apply Online" button and follow the prompts.
- You will be re-directed to Treasury's CareerConnector 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). **Also, go to "My Account" to view and update your information, as necessary.**
- **To complete**, you must click the "Finish" button located at the bottom of the "Application Review" page.
- To verify your application is complete, log into your USAJOBS account, select the **Application Status** link and then select the **more information** link for this position. The Details page will display the status of your application and the documentation received.
- To return to an incomplete application, log into your USAJOBS account and click **Update Application** in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

If you are experiencing system issues with your application, please contact the CareerConnector Help Desk at careerconnectorhelp@treasury.gov (<mailto:careerconnectorhelp@treasury.gov>) and/or the **USAJOBS Help Desk** (<https://www.usajobs.gov/Help/Contact/>)

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Agency contact information

 PHL Employment

Phone

[267-466-1639](tel:267-466-1639)
(tel:267-466-1639)

Email

sbse2extapp@irs.gov
(mailto:sbse2extapp@irs.gov)

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

Address

INTERNAL REVENUE SERVICE
2970 Market St
Philadelphia, Pennsylvania 19104
United States

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 & information technology. You will be challenged and supported on a daily basis. Whether you are just starting out or looking for a new opportunity, consider an IRS career.

Next steps

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. Also, note that if you provide an email address that is inaccurate or if your mailbox is full or blocked (e.g., spam-blocker), you may not receive important communication that could affect your consideration for this position.

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/)

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

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

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

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

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

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

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

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

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

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

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