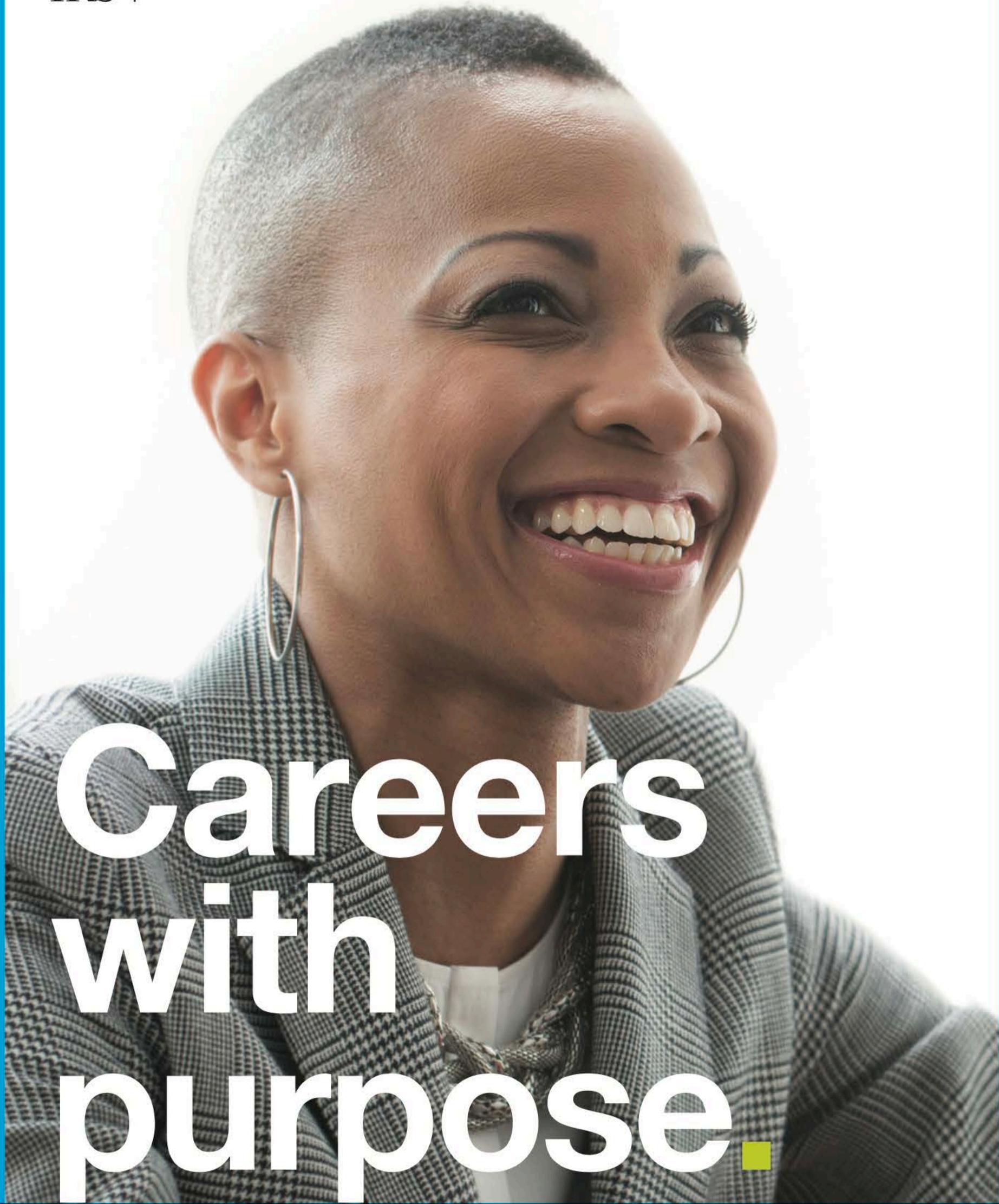




IRS Careers

Position
Information
Guide



Careers with purpose.

irs.usajobs.gov

IRS Overview

The IRS is the foundation for all that our country is capable of doing. We are now in a period of tremendous growth, offering a once-in-a-generation opportunity to help transform and modernize one of the most important organizations in America.

As part of the IRS workforce, your efforts help make America stronger. We continue to support the nation's most vital programs, from Homeland Security to Social Security – as well as those closer to home, such as forests, libraries, schools, and more. This is important work, and every member of our team strives for continued excellence.

The IRS remains committed to developing a talented and diverse workforce, while continuing to offer stability, comprehensive training programs, work/life balance, and career progression and advancement opportunities. Join us for a career with purpose.

For more information about IRS careers and events, visit the IRS Careers page at jobs.irs.gov



IRS Benefits

The IRS offers outstanding benefits to its employees:

- Competitive Salaries
- 11 Paid Holidays
- 13 Paid Sick Days
- 13 Paid Vacation Days
- Transportation Subsidy
- Health and Life Insurance Plans
- Federal Employees Retirement System
- Portable Retirement Savings Account
- Flexible Schedules and Telework
- Training and Career Development
- Performance Incentive Awards Program
- Public Service Loan Forgiveness
- Paid Parental Leave
- Child Care Subsidy

How to Apply

Visit irs.usajobs.gov or scan the QR Code to apply for open IRS positions. You must create a USAJOBS account to apply to a position, but you can begin searching jobs without an account. To search jobs, enter search keywords and/or your desired work location. On the right side of this page is a list of common IRS positions, including their job series number. You can search for open positions using the job series number for a specific position (e.g., "0512" for Revenue Agent positions), or you can search for all positions within the occupational series (e.g., "500" for all Accounting & Budget positions).

Set Up Job Alerts

You can receive email notifications (job alerts) whenever positions you are interested in are posted. To do this, sign in to your USAJOBS Account at irs.usajobs.gov. Use the Keyword, Location, and other search features (i.e., your desired job title or 4-digit job series number), then click the Search button. The option to "Save search" will become available, which you can click on to name the search and identify how you would like to receive notifications for results. You will then be notified by e-mail of openings that meet your preselected search criteria. You can set up multiple job alerts using different search parameters.

Make your Resume Searchable

Making your resume searchable adds it to the USAJOBS resume bank. IRS hiring specialists and hiring managers use the resume bank to look for people to fill their job vacancies. You can make one resume searchable at a time, and it will remain searchable for 18 months unless it is renewed. Plus, when your resume is searchable and you have completed your profile, your profile is searchable too. To make your resume searchable, sign into USAJOBS.gov and go to your Profile. Go to the Documents section where your resumes are stored and click the Searchable box on the resume you want to make searchable.



irs.usajobs.gov

Series 0300 | Administrative & Clerical

- 0301** Administration & Program Staff
- 0332** Computer Operator
- 0356** Data Transcriber
- 0343** Management and Program Analyst
- 0344** Management and Program Clerk/Assistant
- 0303** Office Clerk/Assistant
- 0340** Program Manager

Series 0500 | Accounting & Budget

- 0560** Budget Analyst
- 0501** Case Advocate
- 0501** Financial Management Analyst
- 0501** Individual Taxpayer Advisory Specialist
- 0503** Intake Advocate
- 0512** Internal Revenue Agent
- 0526** Tax Compliance Officer
- 0592** Tax Examiner
- 0526** Tax Specialist

STEM Positions

- 1510** Actuary
- 1171** Appraiser
- 1560** Data Scientist
- 0854** Computer Engineer
- 1550** Computer Scientist
- 0801** General Engineer
- 2210** Information Technology Specialist
- 1529** Mathematical Statistician
- 1515** Operations Research Analyst
- 1530** Statistician

Other Positions

- 0930** Appeals Officer
- 0905** Attorney
- 1101** Business Operations Specialist
- 0962** Contact Representative
- 1102** Contract Specialist
- 1811** Criminal Investigator
- 0110** Economist
- 0201** Human Resources Specialist
- 1169** Internal Revenue Officer
- 1102** Procurement Analyst
- 1035** Public Affairs Specialist
- 0987** Tax Law Specialist

Careers

STEM Positions

Job Series 0801 | General Engineers

As a General Engineer, you will conduct field investigations of real and personal property, utilizing generally accepted valuation principles, including market data, income, and cost approaches to valuation. You will coordinate efforts and actions on issues and cases involving multiple engineering experts, including specialists in valuation, mining, petroleum, and general engineering, and effecting or facilitating the settlement of major tax cases that have engineering and valuation issues.

Job Series 0854 | Computer Engineers

As a Computer Engineer, you will perform complex assignments to modernize and enhance the software systems that perform tax administration. Your responsibilities will include the analysis, planning, design, implementation, and documentation of the structural framework to align IT strategy, plans, and systems with the mission, goals, structure, and processes of the IRS.

Job Series 1171 | Appraisers

As an Appraiser, you will perform unique and precedent setting appraisals of real and personal property where the appraisal will have significant tax impact, affect large segments of taxpayers, and will involve intense public scrutiny, with potential to affect legislative change. You will provide expertise to government attorneys on cases with probable litigation potential and serve as expert witness in U.S. Tax Court or U.S. District Court.

Job Series 1510 | Actuaries

As an Actuary, you will work on complex Federal income tax examinations, projects, studies, and proposals. You will serve as an actuarial expert and advisor for examination personnel, appeals officers, and IRS legal counsel. Duties will vary and may include drawing on your expertise with regulations, procedures, and accounting.

Job Series 1530 | Statisticians

As a Statistician, you will explore novel methods of retrieving data and develop innovative recommendations to leadership as a means for making data driven decisions such as modification of processes and policies. You will review, evaluate, validate, and document the results of the findings and use your knowledge of programming/coding language (i.e., SQL, SAS, SPSS, RStudio) to develop scripts or applications.

Job Series 2210 | Information Technology Specialists

As an Information Technology Specialist, you will contribute to IRS modernization efforts needed to strengthen the technology supporting tax administration. We have opportunities in fields such as system development, architecture, engineering, cybersecurity, IT operations, network services, and customer support. In addition, knowledge of cloud, zero trust security, Pegasystems and low/no-code enterprise platforms, artificial intelligence and machine learning, and NoSQL database are desired.

Management, Administrative, and Clerical

Job Series 0303 | Administrative Associates

As an Administrative Associate, you will provide administrative, clerical, and case processing support to managers and technical employees. Your responsibilities will include planning, organizing, and carrying out a variety of administrative and clerical activities. You will verify the completeness and accuracy of case controls to ensure compliance with established procedures and formats, and identify and resolve inconsistencies with inventory reporting.

Job Series 0303 | Clerks

As a Clerk, you will perform a variety of administrative tasks and duties associated with tax administration. This may include identifying and reviewing forms, preparing inventory reports, reviewing filed material, and transcribing and/or keying a variety of taxpayer documents. You may be responsible for opening and sorting both incoming and outgoing mail, routing correspondence, filing, and updating appropriate systems.

Job Series 0343 | Management & Program Analysts

As a Management and Program Analyst, you will be responsible for accomplishing analytical studies and projects relating to substantive, mission-oriented programs. Studies and projects may involve development of policy and operational objectives, complex programs, systems, or issues with broad operational impact. These positions cover various occupational specialties including contracting, budget, human resources, program management, risk management, quality assurance, and more.

Accounting, Budget, and Finance

Job Series 0501 | Individual Taxpayer Advisory Specialists

As an Individual Taxpayer Advisory Specialist, you will be responsible for providing face-to-face customer assistance to resolve issues for taxpayers. You will resolve a wide range of taxpayer account concerns, including missing payments, filing and notice issues, and facilitating the resolution of examination and collection issues.

Job Series 0503 | Examination Technicians

As an Examination Technician, you will perform duties related to research and auditing taxpayer (individual and corporate) records and related documentation to assist tax auditors and revenue agents in determining tax liabilities. You will analyze records and financial data to spot trends and patterns and identify and report discrepancies in case files.

Job Series 0512 | Revenue Agents

As a Revenue Agent, you will be responsible for planning and conducting examinations of individuals and businesses to determine federal tax liability. You will work with taxpayers, their representatives, certified public accountants, and tax attorneys. Your duties will vary based on the area you are assigned and will focus on specific tax matters including employment tax, state and local governments, Indian tribal governments, tax exempt bonds, and much more.

Job Series 0526 | Tax Specialists

As a Tax Specialist (Tax Compliance Officer), you will examine financial records of individuals and businesses to determine the proper taxes have been assessed. You will provide educational assistance to taxpayers regarding tax laws and tax-related accounting. You will regularly work with taxpayers, their representatives, certified public accountants, and tax attorneys.

Job Series 0560 | Budget Analysts

As a Budget Analyst, you will exercise financial plan management responsibility, and review and analyze division budget requests to ensure compliance with Congressional, OMB, Treasury, IRS, and internal regulatory requirements. You will make recommendations and/or develop contingency spending plans based on financial analyses and reports.

Job Series 0592 | Tax Examiners

As a Tax Examiner, you will respond to taxpayer correspondence and other inquiries regarding a variety of tax returns, related schedules, and other documentation. You will analyze and resolve tax processing problems, adjust taxpayer accounts, prepare and issue manual refunds, perform credit transfers, and compute tax, penalty, and interest.

Other Positions

Job Series 1102 | Contract Specialists

As a Contract Specialist, you will determine contract types, establish milestones, and formulate procurement strategies. You will determine price reasonableness, solicit quotes and proposals, negotiate with potential contractors, and prepare the appropriate award vehicle and file documentation for approval. These duties will vary and may include customer support, policy and planning, network services, and systems analysis.

Job Series 1160 | Financial Analysts

As a Financial Analyst (Business Appraiser), you will perform unique and sometimes controversial and precedent setting appraisals of businesses and business interests where the appraisal can have significant tax compliance impact and have the potential to affect legislative change. You will serve as a technical authority on new theories and standards to appraisal problems where no accepted or established appraisal procedures exist, as well as for valuation issues on income, estate and gift tax examinations, and litigation.

Job Series 1169 | Revenue Officers

As a Revenue Officer, you will conduct tax related civil enforcement investigations, and will be trained in tax law, collection, and civil investigative techniques, to collect delinquent taxes and tax returns. Most of your work is in the field, where you will interact with taxpayers, taxpayer representatives, and third parties at their residences and/or places of business. You will protect taxpayers' rights, counsel taxpayers on their obligations, and determine how to resolve tax delinquencies.

Job Series 0110 | Economists

As an Economist, you will assume responsibility for the initiation, formulation, planning, execution and control of major studies or continuous projects. You may be responsible for issues and cases involving technical, highly contentious, and unique economic and valuation issues. The work may involve a wide range of tax issues including transfer pricing, tangible and intangible product valuation, globalization issues, tax shelters, and electronic commerce work.





Job Series 0201 | Human Resources Specialists

As a Human Resources Specialist, you will provide advice and authoritative information on a variety of complex and sensitive Human Resources Management problems and issues. You will participate in human resources program strategic planning activities, with duties that vary based on the work area you are assigned, including employee relations, labor relations, staffing, recruitment and placement, and performance management.

Job Series 0930 | Appeals Officers

As an Appeals Officer, you will conduct appeals conferences for the settlement of complex tax cases in which taxpayers have appealed determinations made by the Service or filed petitions with the U.S. Tax Court for redetermination of tax liability. You will resolve tax controversies without litigation, on a basis that is fair and impartial to both the government and taxpayer.

Job Series 0962 | Contact Representatives

As a Contact Representative, you will provide over-the-phone technical assistance to individuals and businesses. You will apply the tax code while addressing a wide range of issues to assist taxpayers in understanding and meeting their tax responsibilities.

Job Series 0987 | Tax Law Specialists

As a Tax Law Specialist, you will use your expertise in the analysis and resolution of compliance issues relating to the Internal Revenue Code and related regulations. You will research and analyze data including examination results to identify industry trends, issues, and problems. You will develop audit guidelines and provide technical assistance to field agents.