

Individual Taxpayer Advisory Specialist Stakeholder Relationship Tax Consultant

Want to excel with one of the largest financial institutions in the world?

At the Internal Revenue Service, you'll be part of one of the most diverse, well-trained and dedicated workforces anywhere, and consider the benefits — they're simply outstanding.

About Wage & Investment Division (W&I) & Our Jobs

Do you enjoy working with and helping people? Are you interested in tax law? If so, IRS's Wage & Investment Division (W&I) may be a good place for you. W&I serves about 122 million taxpayers and is dedicated to providing high-quality taxpayer assistance. W&I also partners with private organizations to assist such groups as elderly and low-income taxpayers.

> Individual Taxpayer Advisory Specialist (ITAS)

Work with taxpayers to resolve questions about their accounts and payments; advise and help them meet their tax obligations. (See GS 5/7/9 career ladder under *Pay*)

> Stakeholder Relationship Tax Consultant (SRTC)

Work with tax practitioners, CPAs, attorneys, taxpayers and other stakeholders to develop and implement marketing programs, products and services to educate and assist taxpayers. (See GS 5/7/9 career ladder under *Pay*)

Pay

GS 5/7/9 career ladder — Enter as a GS-5 or GS-7, advance to GS-9 without further competition, and then compete later for higher grade levels. To see today's dollar amount for each grade level by geographical area, visit:

www.opm.gov/oca/payrates/index.htm

Benefits

- Competitive Pay
- Variety of Locations across the U.S.
- Thrift Savings Plan (TSP)
- Portable Retirement Plan
- Paid Training
- Health and Life Insurance Coverage
- Flexible Work Schedules
- Immediate Accrual of Vacation and Sick Leave
- Paid Holidays
- Excellent Advancement Opportunities

How to Qualify

- To qualify for GS-5 based on education, you must have successfully completed a full 4-year course of study in *any field* leading to a Bachelor's. Highly desirable majors are Business, Marketing, Finance, Psychology, Business Administration, Law, Accounting, Auditing and Taxation.
- To qualify for GS-5 based on experience, you must have three years of general experience, one year of which is equivalent to the next lower grade level. General experience includes knowledge of business practices and tax law, strong communication skills and experience with marketing and program management.

You can also qualify with a combination of education and experience. For a full explanation of qualifications for GS-501 positions, visit: www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp

Note: Bilingual Positions Available!

Other Requirements:

- U.S. Citizenship
- Pass background, tax, and fingerprint checks



Finding the Right Position Can Start You Off on a Great Career.

Apply ONLINE for ITAS and SRTC Positions – Just follow these steps!

Step 1: Go to <http://jobsearch.usajobs.gov/a9trirs.asp>

(This is the IRS Job Search page on USAJOBS)

Step 2: Click on *My USAJOBS*

Step 3: Register by clicking *Create your account now!*
(Or just log in if you're already registered.)

Step 4: Click *Resume* and *Create a New Resume*. Input your resume information and click *Save for Later*.

Step 5: Click *Search Jobs*. In the Keyword Search box, type **Individual Taxpayer Advisory Specialist**.

You'll get a list of current Job Announcements for this position. Then do the same for **Stakeholder Relationship Tax Consultant**. (Note: You can also search by the occupational series number. Click the "Series Search" tab. Then Select **0501** from the drop down menu of the Occupational Series box. Make sure all other fields are blank!)

Step 6: Click on a Job Announcement and read about the duties, qualification requirements, and the available locations.

Step 7: To apply, scroll to the bottom of the Job Announcement and click *Apply Online*. Select your saved resume and follow the prompt.

Step 8: Complete your application and click *Finish*. Important! Review your application and resume for accuracy and click *Finish* again (this submits your application).

Important Tips

Tip #1 — Read the Job Announcement carefully! Pay particular attention to the "Qualifications" section.

Tip #2 — Keep a copy of the Job Announcement number and IRS contact information for all jobs you applied for so you can check the status of your application.

Tip #3 — Get **Application Help** and more at: www.jobs.irs.gov/apply.html

Learn more about IRS Career opportunities at www.jobs.irs.gov



Department of the Treasury
Internal Revenue Service

www.irs.gov

Publication 4698 (8-2008)
Catalog Number 33411D

It all adds up.