



Excel With a World-Class HR Team.

When you work at the Internal Revenue Service, you're part of one of the most diverse, well-trained and dedicated workforces anywhere. And as one of our **Human Resources (HR) Specialists**, you will be in a unique position to impact the professional lives of each of our employees throughout their careers, helping them to achieve all they need and deserve.

You, too, will experience a range of outstanding career-life benefits that are second to none.



Benefits:

- Competitive Salaries
- Comprehensive Health and Life Insurance Coverage
- Portable Retirement Plan
- Structured Training Programs
- Annual and Sick Leave
- Paid Holidays

Human Resources Specialty Areas:

- Human Resources Information Systems
- Employee Benefits
- Classification
- HR Development
- Compensation
- Performance Management
- Recruitment
- Employee & Labor Relations
- Placement



Go Online to Find Your Place at the IRS.

Are You Qualified?

To join us as an HR Specialist at the GS-5 level, you must be a US citizen with:

A bachelor's degree in any field of study,

or

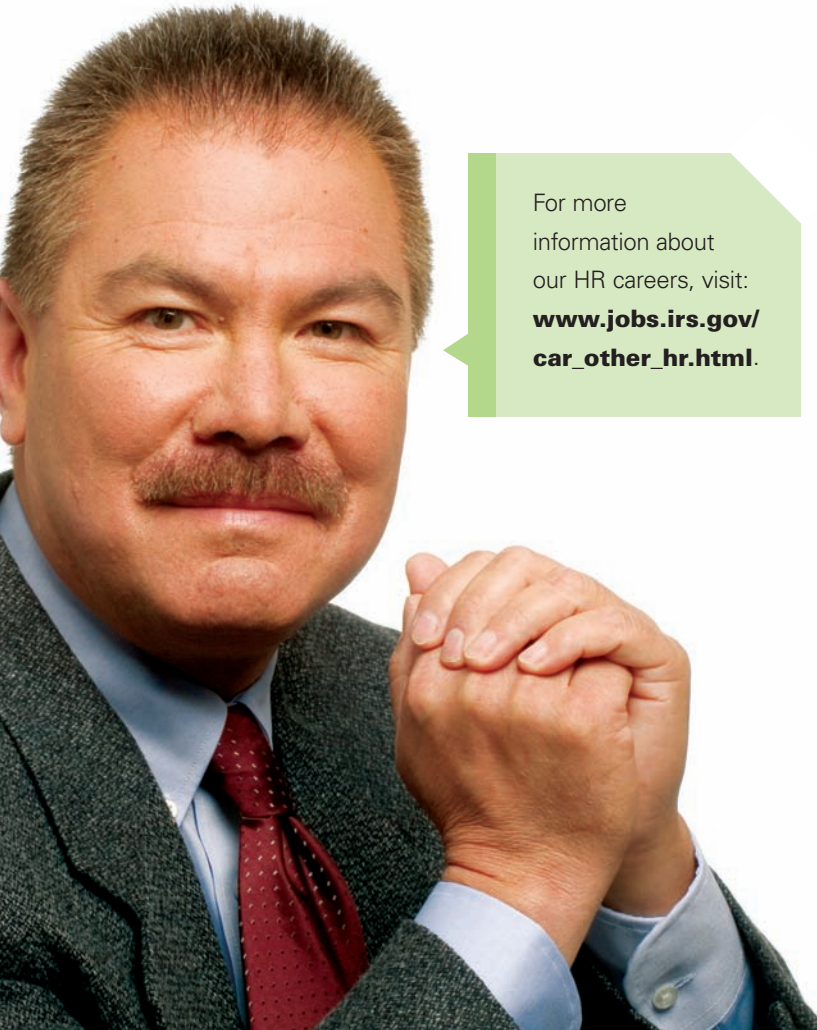
3 years of general experience, one of which was equivalent to the next lower grade level (GS-4),

or

A relevant combination of education and experience,

and

successfully pass background, tax and fingerprint checks.



For more information about our HR careers, visit: www.jobs.irs.gov/car_other_hr.html.

To Find HR Specialist Vacancies

Visit: <http://jobsearch.usajobs.opm.gov/a9trirs.asp>. From the Occupational Series box, select "0201 – Human Resources Specialist." Scroll down to the bottom of the page and click on the "Search For Jobs" tab.

Things to Keep in Mind

- 1) Read Job Announcements carefully, paying particular attention to all required qualifications.
- 2) Keep a copy of the Job Announcement number and IRS contact information for all jobs to which you submit an application. That way you can keep track of your application status.
- 3) If your contact information changes before the closing date, update it in your USAJOBS user profile. After the closing date, contact the person listed in the job announcement.

Learn more about all other IRS career opportunities at: www.jobs.irs.gov.

Download an accessible PDF file of this document at: <http://www.jobs.irs.gov/publications>.



Department of the Treasury
Internal Revenue Service

www.irs.gov

Publication 4724 (01-2009)
Catalog Number 52387W

It all adds up.

Careers at the IRS