



Kansas City

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IRS Seasonal Positions Available in Kansas City

Clerk handles various administrative tasks such as sorting and opening mail, sorting tax returns and organizing files. Grade/Pay: Entry level GS-3 or GS-4.

Data Transcriber transcribes, verifies and enters alpha and numeric data from tax returns on a computer. Grade/Pay: Entry level GS-3 or GS-4.

Tax Examiner reviews tax returns for accuracy and communicates with tax payers to address and resolve errors. Grade/Pay: Entry level GS-4 or GS-5 with promotion potential up to GS-7.

Qualification Requirements

For GS-3: 6 months general clerical experience; OR 30 Semester Hours (SH) or 45 Quarter Hours (QH).

For GS-4: 1 year general clerical experience; OR an AS/AA Degree or the equivalent (60 SH or 90 QH).

For GS-5: Bachelor's Degree or the equivalent (120 SH or 180 QH); OR 1 year specialized experience in bookkeeping or accounting; OR a combination of education and experience.

Other Requirements:

- Must be 18 years of age.
- Must be a U.S. Citizen/Naturalized Citizen to apply.
- Background, tax and fingerprint checks are completed on all new employees.
- All applicants must provide two valid forms of identification (e.g., valid State Driver's License and Social Security Card) to verify identity. In addition to the identification documents, proof of U.S. Citizenship is required (e.g. unexpired U.S. passport, original or certified birth document, Certification of Birth Abroad, or Naturalization Certificate).

Apply Online Today

1. Log onto www.usajobs.gov
2. Scroll down and click on the **Create Profile** button or sign in if you've already set up an account.
3. Enter your email address and Username. Read the terms and conditions and click on the **Create Account** button. Follow the prompts to add your account information and resume.
4. Click the **Search** tab and type "IRS" in the Keywords box and "Kansas City" in the **Location** box.
5. Select a Job Announcement, click **Apply Online** and follow the instructions

(Important: When you're done, make sure to click the **Finish** button.)

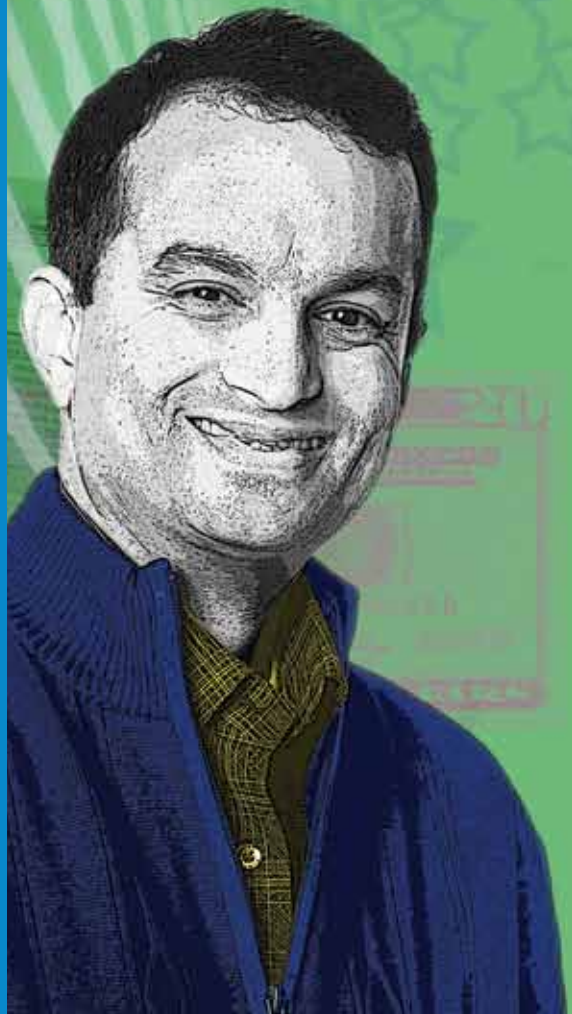
Note: Click **How to Apply** for general information about the application process.

Tip: To maximize your job opportunities, apply for all series and grades.

Kansas City IRS JOBLINE: Call **(816) 499-6836**.

For more information: Visit www.usajobs.gov

Note: All correspondence about your application will be done through email. If you do not have an email address, visit your local library. You can access a computer and set up a free email address.



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