



# IRS Online Opportunities

## Register, Search & Apply

Whether you're just deciding what kind of career you want to build or are looking for a way to do more with the skills you've earned so far, the IRS lets you use your talents to fund our nation's future. We offer many exciting full-time careers for varied backgrounds, including temporary/seasonal jobs during tax filing season. The IRS offers meaningful and interesting work, great benefits and the opportunity to enjoy work/life balance. Take the steps outlined here to **Register, Search and Apply for positions today!**

### Register

Registration requires a multi-authentication process. Once registration is complete, make note of your password/authentication information to ensure you do not have trouble logging in to your account in the future.

**Step 1.** Go to [www.usajobs.gov](http://www.usajobs.gov)

**Step 2.** Click Create Profile

**Step 3.** Click Create an account and submit your information to register. Existing users can simply log in and skip to **step 4.**

### Apply Online

**Step 8.** If you decide to apply for a job, click the Apply button on the right-hand side of the job announcement web page. You will be prompted to create or upload a resume (if you have not already done so) and complete the application process.

**Important:** Read the individual Job Announcement carefully for any additional documentation (for example, school transcripts, etc.) required to complete your application. Be sure to review your application and resume for accuracy. Don't forget to submit it upon completion.

### Search for Jobs

The simplest way to search is to identify the job series numbers for the IRS jobs that interest you. (The most frequent IRS listings, and their corresponding job series numbers are listed on page 2).

**Step 4.** To search for IRS jobs, return to [www.usajobs.gov](http://www.usajobs.gov)

**Step 5.** In the Keywords field, type the 4-digit Job Series Number for the job you want to search. Type your desired work location into the "Location" field, then click Search.

**Step 6.** Apply additional search filters. In the "Hiring Path" section on the right-hand side of the web page, check the "Open to the public" box to search for positions that are not limited to current IRS employees.

**Step 7.** Click on a Job Announcement for the position that interests you to learn about the duties, qualification requirements, and available locations.

# Job Titles & 4-digit Job Series Numbers

Below is a list of common IRS positions, including their job series number. They can be used when searching for open positions on USAjobs.gov (see Step 5 on page 1 of this sheet to search and continue). You can search using the job series number for a specific position (e.g., “510” for Accountant positions), or you can search for all positions within the occupational series (e.g., “500” for all Accounting & Budget positions).



## Series 0500 | Accounting & Budget

- 0510** Accountant
- 0560** Budget Analyst
- 0501** Case Advocate
- 0530** Cash Processing Clerk
- 0501** Financial Administrator
- 0503** Financial Clerk/Assistant
- 0501** Individual Tax Advisory Specialist
- 0503** Intake Advocate
- 0512** Internal Revenue Agent
- 0526** Tax Compliance Officer
- 0592** Tax Examiner
- 0526** Tax Specialist

## Series 0800 | Engineering & Architecture

- 0854** Computer Engineer
- 0801** General Engineer

## Series 0200 | Human Resources

- 0260** Equal Employment Opportunity Specialist
- 0201** Human Resources Specialist
- 0203** Resources Assistant

## Series 1500 | Mathematics & Statistics

- 1550** Computer Scientist
- 1515** Operations Research Analyst

## Series 0300 | Administrative & Clerical

- 0301** Administration & Program Staff
- 0341** Administrative Officer
- 0335** Computer Clerk/Assistant
- 0332** Computer Operator
- 0356** Data Transcriber
- 0350** Equipment Operator
- 0305** Mail and File Clerk
- 0343** Management and Program Analyst
- 0344** Management and Program Clerk/Assistant
- 0303** Office Clerk/Assistant
- 0340** Program Manager
- 0318** Secretary
- 0342** Support Services Administrator
- 0391** Telecommunications Specialist

## Other IRS Positions

- 0905** Attorney
- 0962** Contact Representative
- 1811** Criminal Investigator
- 0110** Economist
- 2210** Information Technology Specialist
- 1169** Internal Revenue Officer

## Set Up Job Alerts

You can receive email notifications (alerts) whenever positions you are interested in are posted. To do this, sign in to your USAJOBS Account at [www.USAJOB.S.gov](http://www.USAJOB.S.gov). Use the Keyword, Location and additional search features to enter search parameters (i.e., your desired job title or 4-digit job series number, your location, and any additional filters) then click the Search button. The option to “Save this search” will become available, which you can click on to name the search and identify how often you would like to receive notifications for results. You will then be notified by e-mail of openings that meet your pre-selected criteria.