

Employment Application Procedures

Step 1 - Visit www.irs.gov to learn about the agency and its employment opportunities.

Step 2 - For information on specific IRS positions, visit the IRS job vacancy announcements at www.usajobs.opm.gov. New jobs are posted every Monday and Tuesday.

Step 3 - Complete Form OF 612, *Optional Application for Federal Employment*.

Step 4 - Send the completed OF 612 and any other required information to the address listed in the vacancy announcement.

Recruitment Contact

Want to talk about whether the IRS is for you? Contact an IRS recruiter through the Internet at www.irs.gov. At the bottom of the *Job Content* page, see information for contacting a recruiter. A recruiter can advise you of job announcements that may be right for you, the forms you will need when applying for employment, and application due dates.

You can email an IRS, TE/GE Human Resources representative to assist you:

- ❖ Donna.Bruce@irs.gov
- ❖ Fern.Kamins@irs.gov
- ❖ Beth.Musetti@irs.gov

Employment Benefits

- *Competitive Salary*
- *10 Paid Holidays*
- *13 Vacation Days*
- *Flexible Work Hours*
- *Flexible Work Locations*
- *Transportation Subsidy*
- *Insurance and Retirement Benefits*
- *Thrift Savings Plan*
- *Child Care Facilities and Fitness Centers in many cities*
- *Incentive Awards Program*
- *Job Security*



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Internal Revenue Service

www.irs.gov

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Employment Opportunities

Tax Law Specialist

Customer Service Representative

Internal Revenue Agent

Administrative and Clerical

with
**Tax Exempt and
Government Entities**

Tax Exempt and Government Entities

The Internal Revenue Service (IRS) operation called Tax Exempt and Government Entities (TE/GE) consists of four divisions— Employee Plans, Exempt Organizations, Government Entities, and Customer Account Services—and TE/GE Headquarters. TE/GE employees offer specialized tax assistance to a number of distinct U.S. tax-exempt market segments and government entities.

Employee Plans (EP) responds to determination letter requests from employers regarding the qualified status of their employee retirement plans. EP employees also issue opinion letters to specific requestors regarding master and prototype pensions, annuity, and profit-sharing plans, individual retirement accounts, simplified employee pensions and savings incentive match plans for employees. EP employees provide technical interpretations of the laws and procedures relating to employee plans by publishing revenue rulings, revenue procedures, announcements, and topics for the public; provide pre-transactional rulings to specific requestors; and issue technical advice and assistance to IRS personnel. In addition, they regulate and monitor employee plans through examination of returns, with emphasis on protecting the interest of employee plan beneficiaries. For more information on EP, log on to www.irs.gov/ep.

Exempt Organizations (EO) offers specialized assistance to charitable, religious, and educational organizations, civic associations, labor organizations, business leagues, social clubs, fraternal organizations, and private foundations. EO employees review and process applications for tax-exemption and provide direction through private letter rulings and technical guidance to exempt organizations; promote voluntary compliance by examining operational and financial activities of exempt organizations; and develop processes to identify areas of noncompliance and to develop corrective strategies. In addition, EO employees develop and offer materials and services to promote a better understanding of the tax laws governing exempt organizations. For more information on EO, log on to www.irs.gov/eo.

Government Entities (GE) consists of three operational divisions - Federal, State and Local Governments (FSLG); Indian Tribal Governments (ITG); and Tax Exempt Bonds (TEB). Each of these divisions provides customer education and outreach assistance and federal tax compliance assistance to their specific customer segments. FSLG, ITG, and TEB employees administer voluntary compliance programs and conduct compliance examination activities. Additionally, they coordinate the publication of revenue procedures, announcements, and notices for the public. For more information on FSLG, ITG, and TEB, log on to FSLG at www.irs.gov/govts; ITG at www.irs.gov/tribes; and TEB at www.irs.gov/bonds.

Customer Account Services (CAS)

responds to telephone and correspondence inquiries from all TE/GE division customers regarding application for tax-exempt status, employee plan approval, employment taxes, notices received, and tax-exempt status of organizations.

TE/GE Headquarters provides strategic and operational support to the TE/GE Commissioner and the operating divisions. Areas of responsibilities within TE/GE Headquarters include Business Systems Planning, Human Resources, Finance, and Research, Planning, Communications, and EEO and Diversity.

TE/GE Employment Opportunities

Join our team! Visit the IRS Web site at www.irs.gov for specific information on the following positions, and information on work experience and degrees needed to qualify for employment.

- ❖ Internal Revenue Agent
- ❖ Tax Law Specialist
- ❖ Customer Service Representative
- ❖ Administrative and Clerical