

IRS Pathways Recent Graduate Program (IT Specialist)

DEPARTMENT OF THE TREASURY

Internal Revenue Service

Human Capital Office (HCO)

Open & closing dates

🕒 05/04/2020 to 05/15/2020

Pay scale & grade

GS 5 - 9

Appointment type

Recent Graduates

Service

Competitive

Salary

\$34,916 to \$77,396 per year

Work schedule

Full-Time

Locations

103 vacancies in the following locations:

Birmingham, AL

Phoenix, AZ

Fresno, CA

Laguna Niguel, CA

Los Angeles, CA

Oakland, CA

San Diego, CA

Denver, CO

Washington, DC

Jacksonville, FL

Miami, FL

Plantation, FL

Saint Petersburg, FL

Tampa, FL

Atlanta, GA

Chamblee, GA

- Chicago, IL
- Florence, KY
- Boston, MA
- Landover, MD
- Lanham, MD
- Detroit, MI
- Kansas City, MO
- Saint Louis, MO
- Charlotte, NC
- Greensboro, NC
- Raleigh, NC
- Las Vegas, NV
- Holtsville, NY
- New York, NY
- Portland, OR
- Philadelphia, PA
- Pittsburgh, PA
- Guaynabo, PR
- Memphis, TN
- Nashville, TN
- Austin, TX
- Dallas, TX
- Farmers Branch, TX
- Houston, TX
- Ogden, UT
- Richmond, VA
- Woodbridge, VA
- Seattle, WA
- Kearneysville, WV
- Martinsburg, WV

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



Recent graduates

Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

Clarification from the agency

Open to U.S. Citizens/Nationals who have completed a degree or certificate from a qualifying education institution within the previous 2 years or are within 9 months of graduating. Veterans unable to apply within 2 years of receiving their degree, due to military service obligation, have a full 2-year eligibility period upon release or discharge from active duty. The eligibility period for veterans must be within 6 years of degree completion.

Announcement number

20STR-10802210-2210-5T9

Control number

567126700

Duties

Summary

Click on "Learn more about this agency" button below to view **Eligibilities** being considered and other **IMPORTANT** information.

For additional information regarding the Pathways Program, please refer to: [Students & Recent Graduates](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/) (<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>) on USAJOBS.

WHERE CAN I FIND OUT MORE ABOUT OTHER IRS CAREERS? Visit us on the web at www.jobs.irs.gov (<https://www.jobs.irs.gov/>)

Responsibilities

IRS Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Selected applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. In addition, the IRS implemented the new IRS Forward Recent Graduate Program that includes an additional year of formal development, training, networking, project teams, and may include rotational assignments.

Following the completion of program requirements, selectees may be considered for non-competitive conversion to a career/career-conditional or term appointment. All conversion requirements will be identified in the Participant Agreement. Program requirements include but are not limited to:

- Successful completion of at least 1 to 2 years of continuous service depending on the position;
- Completion of at least 40 hours of interactive training;
- Mentorship;
- Demonstration of successful job performance; and
- Meet the qualification position standards.

Conversion to the competitive service is not implied or guaranteed.

If selected, you will be placed in a developmental position as a Information Technology (IT) Specialist, GS-2210-5/7/9 with promotion potential to GS-12 in one the division(s) listed below:

Information Technology (IT)
 Research, Applied Analytics & Statistics (RAAS)
 Criminal Investigation (CI)

A description of the business unit can be found at: <https://www.jobs.irs.gov/about/who/business-divisions>
<https://www.jobs.irs.gov/about/who/business-divisions>

The following are the duties of this position at the full working level. You will have the opportunity to learn to perform these duties and will receive training to help you grow in this position.

The work of this position includes work such as the design, development and maintenance of data management systems that meet current and future business requirements of the IRS and its customers, in three or more occupational specialty areas of information technology:

- Plans and carries out difficult IT assignments requiring the incumbent to develop new methods, approaches and procedures to address issues or new developments in their specialty area.
- Provides advice and guidance to other organizations on a wide range and variety of complex IT issues.
- Interprets IT policies, standards and guidelines. Makes recommendations for enhanced guidelines and procedures that will increase efficiency in the incumbent's specialty field.
- Evaluates and recommends the adoption of new or enhanced approaches to delivering IT services.
- Tests, evaluates and optimizes the functionality of systems, networks, and data.
- Identifies and defines business or technical requirements applied to the design, development, implementation, management and support of systems and networks.
- Prepares and presents reports, representing the organization in interactions with other organizations, and providing technical leadership on group projects.
- Develops data models, producing database design schema for integrating source data into data management systems, ensuring compliance with data management standards, and recommending new or modified standards to increase efficiency.
- Evaluates the feasibility of proposed new systems development projects, consulting with customers to refine functional requirements, translating functional requirements into design specifications, determining best approaches for implementation with the technical environment, and working with applications developers to isolate and solve design problems encountered during testing and implementation stages.

Travel Required

Occasional travel - You may be expected to travel for this position.

Supervisory status

No

Promotion Potential

12

Job family (Series)

[2210 Information Technology Management](https://www.usajobs.gov/Search/?j=2210)

<https://www.usajobs.gov/Search/?j=2210>

Requirements

Conditions Of Employment

- You will be required to provide proof of U.S. citizenship.
- Undergo an income tax verification and review of prior performance/conduct.
- All selectees must sign a Pathways Participant Agreement.
- Subject to a 1-year trial period (unless already completed).

- Must successfully complete a background investigation, including a FBI criminal history record check (fingerprint check).
- Complete a [Declaration for Federal Employment](https://www.opm.gov/forms/pdf_fill/of0306.pdf) (https://www.opm.gov/forms/pdf_fill/of0306.pdf) to determine your suitability for Federal employment, at the time requested by the agency.
- If you are a male applicant born after December 31, 1959, certify that you have registered with the [Selective Service System](https://www.sss.gov/) (<https://www.sss.gov/>) or are exempt from having to do so.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the [Form I-9](https://www.uscis.gov/sites/default/files/files/form/i-9.pdf) (<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>). Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.
- You may be required to submit to a drug test prior to your appointment and random drug testing while you occupy the position.
- Obtain and use a Government-issued charge card for business-related travel.

Qualifications

In order to qualify, you must first meet Pathways Recent Graduate Program eligibility:

You must have, within the previous 2 years, completed all educational requirements for a qualifying associate, bachelor, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying institution; or intended graduation is no more than 9 months from date of application;

-OR-

Veterans (as defined in 5 U.S.C. 2108) who, due to a military service obligation, were precluded from applying to a Recent Graduates Program during any portion of the 2-year eligibility period may have their eligibility period extended so that they receive the full 2 years of eligibility. The remaining 2-year eligibility period will begin upon his or her release or discharge from active duty. The veteran's eligibility period may not extend beyond 6 years from the date of completion of all requirements of an academic course of study.

Secondly, you must meet any basic requirements of the position and the experience requirements described in the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions, Information Technology Management Series.

INDIVIDUAL OCCUPATIONAL REQUIREMENT:

Undergraduate or Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management **or** degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks. All academic degrees and coursework must be from accredited or pre-accredited institutions

In addition to meeting the basic requirement above, you must also meet the qualification requirements listed below:

GS-05:

SPECIALIZED EXPERIENCE: Three (3) years of IT-related experience, 1 year of which was at a level of difficulty and responsibility equivalent to the GS-4 grade level in the Federal service which demonstrates each of the following four competencies: 1) Attention to Detail, 2) Customer Service, 3) Oral Communication and 4) Problem Solving. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems and includes basic knowledge of IT processing functions to understand the stages to automate a work process; working with clients and customers to assess and/or address their needs, providing information or assistance relative to the products or services; communicating effectively both orally and in writing; and identifying and resolving problems, determining relevant information, demonstrating using sound judgment, and making recommendations; **OR**

EDUCATION: Completed or will complete within nine (9) months of application date, a Bachelor's or equivalent degree at an accredited college or university in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks; **OR**

COMBINATION OF EXPERIENCE AND EDUCATION: Experience as described above and have or will have, within the next nine months of application date, education to qualify based on a combination of experience and education.

GS-07:

SPECIALIZED EXPERIENCE: One (1) year of IT-related experience, at a level of difficulty and responsibility equivalent to the GS-5 grade level in the Federal service which demonstrates each of the following four competencies: 1) Attention to Detail, 2) Customer Service, 3) Oral Communication and 4) Problem Solving. Experience includes interviewing subject-matter personnel to get facts regarding work processes, and synthesizing the resulting data into charts showing information flow; operating computer consoles where this involved choosing from among various procedures in responding to machine commands or unscheduled halts; scheduling the sequence of

programs to be processed by computers where alternatives had to be weighed with a view to production efficiency; preparing documentation on cost/benefit studies where this involved summarizing the material and organizing it in a logical fashion; working directly with customers in obtaining information needed to establish or change accounts; translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language; **OR**

EDUCATION: Completed or will complete within nine (9) months of application date, at least one (1) full academic year of graduate education (18 semester hours or 27 quarter hours) in a related field of study such as computer science, engineering, information science, information systems management, mathematics, operations research, statistics or technology management or in one or more of the fields identified above and required the development or adaption of applications, systems or networks, **OR**

SUPERIOR ACADEMIC ACHIEVEMENT: Meet, or will meet within nine (9) months of application date, Superior Academic Achievement by having a Bachelors degree, with one of the following: 1) A GPA of 3.0 or higher on a 4.0 scale for all completed undergraduate courses or those completed in the last two (2) years of study, OR 2) A GPA of 3.5 or higher on a 4.0 scale for all courses in the major field of study or those courses in the major completed in the last two (2) years of study, OR 3) Rank in the upper one third of the class in the college, university, or major subdivision, or membership in a national honor society recognized by the Association of College Honor Societies; **OR**

COMBINATION OF EXPERIENCE AND EDUCATION: Experience as described above and have or will have, within the next nine months of application date, education to qualify based on a combination of experience and education.

GS-09:

SPECIALIZED EXPERIENCE: One (1) year of IT-related experience, at a level of difficulty and responsibility equivalent to the GS-5 grade level in the Federal service which demonstrates each of the following four competencies: 1) Attention to Detail, 2) Customer Service, 3) Oral Communication and 4) Problem Solving. Experience includes assignments, in an IT field or work where the primary concern was the subject matter of the IT application, that must have shown completion of the following, or the equivalent: Analysis of the interrelationships of pertinent components of the system; Planning the sequence of actions necessary to accomplish the assignment; and Personal responsibility for at least a segment of the overall project; **OR**

EDUCATION: Completed or will complete within nine (9) months of application date, a Master's or equivalent graduate degree or two (2) full academic years of progressively higher level graduate education in a related field of study such as computer science, engineering, information science, information systems management, mathematics, operations research, statistics or technology management or in one or more of the fields identified above and required the development or adaption of applications, systems or networks; **OR**

COMBINATION OF EXPERIENCE AND EDUCATION: Experience as described above and have or will have, within the next nine months of application date, education to qualify based on a combination of experience and education.

Education

This position has an education requirement. You **MUST** submit dated documentation showing completion or intended completion (if graduation is no more than 9 months from the date of application) of all educational requirements (e.g. letter from the registrar, unofficial transcripts). An official transcript will be required if you are selected. Education must be accredited by an accrediting institution recognized by the [U.S. Department of Education](http://www2.ed.gov/admins/finaid/accred/index.html).
<http://www2.ed.gov/admins/finaid/accred/index.html>

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in conventional U.S. education program. It is your responsibility to provide such evidence when applying. Click [here](http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp#e4a)
<http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp#e4a> for Foreign Education Credentialing instructions.

CERTIFICATE: If you are qualifying based on a certificate program, please refer to [Treasury's Pathways Program](https://home.treasury.gov/about/careers-at-treasury/pathways-programs)
<https://home.treasury.gov/about/careers-at-treasury/pathways-programs> for more information on qualifying certificate programs. A Certificate program is a post-secondary educational program, in a qualifying educational institution, equivalent to at least one full- time academic year of study, that is part of an accredited college-level, technical, trade, vocational or business school curriculum.

For more information on education requirements go to [Treasury's Pathways Program](https://home.treasury.gov/about/careers-at-treasury/pathways-programs).
<https://home.treasury.gov/about/careers-at-treasury/pathways-programs>

Additional information

Salary: The salary range indicated in this announcement reflects the minimum locality pay up to maximum locality pay for all duty locations listed. The range will be adjusted for selected duty location. General Schedule locality pay tables may be found under [Salaries & Wages](#)

<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

We may select from this announcement or any other source to fill one or more vacancies.

This is a bargaining unit position.

Must meet IRS telework eligibility requirements

We offer opportunities for flexible work schedules.

Though many locations may be listed, you will be limited to a maximum of five (5) location choices. Please consider each location carefully when applying. If you are selected for a position at one of your location selections, that location will become your official post of duty.

Pathways in an Excepted Service Appointment, Schedule D, 5 CFR Part 362. Selected applicants who occupy positions in the Competitive Service must acknowledge the outcome of voluntarily leaving the Competitive Service prior to accepting an Excepted Service Appointment in a Pathways Program. See 5 CFR 302.102(b)(2).

For more information on qualifications please refer to [OPM's Qualifications Standards](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/)
(<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>)

Federal experience is not required. The experience may have been gained in the public sector, private sector or [Volunteer Service](https://home.treasury.gov/about/careers-at-treasury/how-to-apply/resume-tips).
(<https://home.treasury.gov/about/careers-at-treasury/how-to-apply/resume-tips>)

One year of experience refers to full-time work; part-time work is considered on a prorated basis.- To ensure full credit for your work experience, please indicate dates of employment by month/year, and indicate number of hours worked per week, on your resume.

How You Will Be Evaluated

You will be evaluated based on how well you meet the qualifications listed in this vacancy announcement. Your qualifications will be determined based on your application materials (e.g., resume, supporting documents), the responses you provide on the application questionnaire, and the result of the online assessments required for this position. Please be sure that your resume includes detailed information to support your qualifications for this position; failure to provide sufficient evidence in your resume may result in a "not qualified" determination.

In addition to the application and application questionnaire, this position requires an online assessment. The online assessment measures critical general competencies required to perform the job. In order to be considered for this position, you must complete all required steps in the process and meet all qualifications, including meeting or exceeding the cut score on the required assessments. Overstating your qualifications and/or experience in your application materials or application questionnaire may result in your removal from consideration. Cheating on the online assessment may also result in your removal from consideration.

The assessment includes a cut score based on the minimum level of required proficiency in these critical general competencies. You must meet or exceed the cut score to be considered. You will not be considered for the position if you score below the cut score or fail to complete the assessment.

RATING: You will be assessed on the following competencies (knowledge, skills, abilities, and other characteristics):

- Accountability
- Attention to Detail
- Customer Service
- Decision Making
- Flexibility
- Information Resources Strategy and Planning
- Information Systems/Network Security
- Integrity/Honesty
- Interpersonal Skills
- Learning
- Oral and Written Communication
- Project Management
- Reading
- Reasoning
- Self-Management
- Stress Tolerance
- Teamwork

A category-like rating (Quality Group) will be used to rank and select eligible candidates. If qualified, you will be assigned to one of three quality level categories, Superior/Best Qualified, Highly Qualified, and Qualified depending on your responses to the online questions, regarding your experience, education, and training related to this position. Your rating may be lowered if your responses to the online questions are not supported by the education and/or experience described in your application.

Referral: If you are among the top qualified candidates, your application may be referred to a selecting official for consideration. Candidates, if required to participate in a selection interview (telephonic and/or in person at the discretion of the Selecting Official in accordance with hiring practices), will be interviewed in quality group order. We will not reimburse costs related to the interview such as travel to and from the interview site.

Veterans' preference is applied after applicants are assessed. Preference-eligibles will be listed at the top of their assigned quality group and considered before non-preference-eligibles in that quality group. Qualified preference-eligibles with a compensable service-connected disability of **10% or more** will be listed at the top of the highest quality group for this position. **For scientific and professional positions in grade GS-09 or higher**, names of all qualified applicants are listed in order of their ratings, augmented by veteran preference, if any.

Background checks and security clearance

Security clearance

[Not Required](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearance/s/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearance/s/)

Drug test required

Yes

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearance/s/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearance/s/)

Trust determination process

[Suitability/Fitness](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearance/s/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearance/s/)

Required Documents

The following documents are required and must be provided with your application for this Public Notice:

1. **Resume** - For qualification determinations your resume (uploaded or created in USAJOBS) must contain hours worked per week and dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as insufficient and you will not receive consideration for this position. If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade, i.e. GS-0301-09. Do **NOT** include photographs (or links to social media such as *LinkedIn*), inappropriate material, inappropriate content, nor personal information such as age, gender, religion, social security number, etc., on your resume. ([Cover letters](http://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Cover%20Letter%20Tips.pdf) <http://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Cover%20Letter%20Tips.pdf> are optional.) Please view [Resume Tips](http://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Resume%20Tips(2).pdf). [http://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Resume%20Tips\(2\).pdf](http://www.jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/Resume%20Tips(2).pdf)
2. **Online Application** - Questionnaire
3. **Proof of Enrollment or Education** - You must submit dated documentation showing completion or intended completion (not to exceed 9 months from the date of application) of all educational requirements (e.g. letter from the registrar, unofficial transcripts) by the closing date of the announcement. An official transcript will be required if you are selected. A college or university degree generally must be from an accredited (or pre-accredited) college or university recognized by the U.S. Department of Education. For a list of schools which meet these criteria, please refer to [Department of Education Accreditation](http://ope.ed.gov/accreditation/search.aspx). <http://ope.ed.gov/accreditation/search.aspx>
If you are qualifying based on foreign education, you must submit proof of creditability of education as evaluated by a credentialing agency. Click [here](http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp#e4a). <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp#e4a>

for Foreign Education Credentialing instructions. If you are qualifying based on a certificate program, please refer to the [Treasury's Pathways Program](#) (<https://home.treasury.gov/about/careers-at-treasury/pathways-programs>) for more information on qualifying certificate programs.

4. **Registration/License** - active, current registration/license **IF APPLICABLE** for this position
5. **Veterans' Preference** - If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an [Application for 10-point Veteran Preference, SF-15](#) (http://www.opm.gov/forms/pdf_fill/SF15.pdf), along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view [FedsHireVets](#). (<http://www.fedshirevets.gov/job/vetpref/index.aspx>)
6. Submission of any required documents. Please note that if you do not provide all required information, as specified in this announcement, you will not be considered for this position (or may not receive the special consideration for which you may be eligible).

Reasonable Accommodation (RA) Requests (USA Hire Competency Based Assessments): If you believe you have a disability (i.e., physical or mental), covered by the Rehabilitation Act of 1973 as amended and Americans with Disabilities Act 1990 as amended, that would interfere with completing the USA Hire Competency Based Assessments, you will be granted the opportunity to request a reasonable accommodation in your online application. Requests for Reasonable Accommodations for the USA Hire Competency Based Assessments and appropriate supporting documentation for Reasonable Accommodation must be received prior to starting the USA Hire Competency Based Assessments. Decisions on requests for Reasonable Accommodations are made on a case-by-case basis. If you meet the minimum qualifications of the position, after notification of the adjudication of your request, you will receive an email invitation to complete the USA Hire Competency Based Assessments. You must complete all assessments within **48 hours** of receiving the URL to access the USA Hire Competency Based Assessments, if you received the link after the close of the announcement. To determine if you need a Reasonable Accommodation, please review the Procedures for Requesting a Reasonable Accommodation for Online Assessments here: https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire (https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire)

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](#)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](#)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.jobs.irs.gov/resources/benefits>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date and/or cut-off dates in this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m. ET, Monday - Friday).

To preview the Application Questionnaire, please click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/10802210> (<https://apply.usastaffing.gov/ViewQuestionnaire/10802210>)

- **To begin the application process**, click the "Apply Online" button.
- You will be re-directed to Treasury's hiring system to complete your application process; answer the online questions, and submit all required documents. (To submit supporting documents, click one of the available options; Upload; Fax; or Reuse existing documents. To protect your privacy, we suggest you first remove your SSN).
- **To complete**, you must click the "Submit Application" button prior to 11:59 PM (ET) on 05/15/2020.

- After submitting an online application, you will be notified whether or not you are required to complete additional online assessments through the USA Hire Competency Based Assessment system and will be provided any necessary instructions at that time. This message will be delivered to you via email notification. The email may be routed to your "Spam" or "Junk" folder.
- If you are asked to take the USA Hire Competency Based Assessments, you will be presented with a unique URL to access the USA Hire system. Access to USA Hire is granted through your USAJOBS login credentials. Be sure to review all instructions prior to beginning your USA Hire Assessments. Click [here](https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_System_Requirements) (https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_System_Requirements) for Computer System Requirements.
- Note, set aside at least 3 hours to take these assessments; however, most applicants complete the assessments in less time. If you need to stop the assessments and continue at a later time, you can re-use the URL sent to you via email and also found on the Additional Application Information page that can be located in the application record in your USAJOBS account.

To update your application, including supporting documentation, at any time during the announcement open period, return to your USAJOBS account (<https://my.usajobs.gov/Account/Login> (<file:///C:/Users/tnxsb/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/5096ADNT/my.usajobs.gov/Account/Login>)). There you will find a record of your application, the application status, and an option to Update Application. This option will no longer be available once the announcement has closed.

To verify the status of your application both during and after the announcement open period, log into your USAJOBS account:

<https://my.usajobs.gov/Account/Login>

(<https://my.usajobs.gov/Account/Login>)

. All of your applications will appear on the **Welcome** page. The application record in your USAJOBS account provides an **Additional Application Information** page that provides information regarding the documentation you submitted and any correspondence we have sent related to this application. The **Application Status** will appear along with the date your application was last updated. For information on what each **Application Status** means, visit: <https://www.usajobs.gov/Help/how-to/application/status/> (<https://www.usajobs.gov/Help/how-to/application/status/>)

When you receive a notification from your USAJOBS account it may indicate that your application is complete after you submit the initial online questionnaire and documentation, however, your application will **NOT** be complete until you have successfully completed the next step described below.

If you meet the minimum qualifications of this position, you may be presented with instructions on how to access the USA Hire Competency Based Assessments system. These additional online assessments must be completed within 48 hours following the close of this announcement unless you have requested Reasonable Accommodation for the USA Hire Competency Based Assessments. Your results will be kept on record for one year when applying for future jobs that require the same USA Hire Competency Based Assessments.

Your results will be kept on record for use when applying for future jobs that require the USA Hire Competency Based Assessments. You will not be allowed to re-take them for one year. Before attempting to take the USA Hire Competency Based Assessments, you should visit <https://usahire.opm.gov/assess/default/sample/Sample.action> (<https://usahire.opm.gov/assess/default/sample/Sample.action>)

to determine if the computer you are using is likely to experience any issues during testing. If you have questions about the computer requirements or require technical assistance please contact helpdesk@usahire.opm.gov. If you accidentally deleted the invitation to the USA Hire Competency Based Assessments or otherwise need the information re-sent (e.g., you feel you have not received it due to a SPAM filter), you should contact

helpdesk@usahire.opm.gov

to request the invitation to be re-sent. Requests to re-send invitations to the USA Hire Competency Based Assessments must be received by

helpdesk@usahire.opm.gov

BEFORE the close of the Job Opportunity Announcement.

Agency contact information

 IRS Forward

Email

hco.irs.forward@irs.gov
(<mailto:hco.irs.forward@irs.gov>)

Address

HCO - Human Capital Office
1111 Constitution Ave NW

Washington, DC 20224
US

[Learn more about this agency](#)
(#agency-modal-trigger)

WHY IS THE IRS A GREAT PLACE TO WORK? As an IRS employee, you will feel proud knowing you helped make America stronger while working at one of the world's biggest financial institutions. You will be part of an organization that collects over \$2 trillion in revenue and processes over 200 million tax returns annually. We are proud of how we apply the tax law with integrity and fairness to all. The IRS hires talented and dedicated individuals from many backgrounds, including accounting, business, finance, law enforcement and information technology. You will be challenged & supported on a daily basis. Whether you are just starting out or looking for a new opportunity, consider an IRS career.

Next steps

Treasury believes in a working environment that supports inclusion; please view our reasonable accommodation policies and procedures at <https://www.jobs.irs.gov/midcareer/reasonable-accommodation.html> (<https://www.jobs.irs.gov/midcareer/reasonable-accommodation.html>)

. We will provide reasonable accommodation to applicants with disabilities on a case-by-case basis; please contact us if you require this for any part of the application and hiring process.

Once your application package and online questionnaire is received you will receive an acknowledgement email. If you do not provide an email address, you are responsible for checking status updates and notifications in USAJOBS. Hard copy notifications will not be sent to you. You may check the status of your application for this position at any time by logging onto the USAJOBS "My Account" tab and clicking on "Application Status." For a more detailed update of your application status, you may click on "more information." Please notify us if your contact information changes after the closing date of the announcement. If your email mailbox is full or blocked (SPAM) you may not receive important communication that could affect your consideration for this position.

Your assessment results will be kept on record for one year and used toward future positions for which you might apply that require the same assessments.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)
(https://www.eeoc.gov/federal/fed_employees/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)